



## Work where your work matters. Work at CCRC.

CCRC prides itself as a workplace of choice for passionate talent, driven by our mission to cultivate child, family and community well-being. Whether the position works directly with the public or supports our programs, every position is vital to our mission's success and reputation as a leader. We are not your typical non-profit. We are 900+ people strong and growing!

You could play a key role supporting the **Internal Audit** Division! Go to our job board to apply: [job board](#)

## The Fiscal Monitor job at a glance

### General Summary

Under the general supervision of the Director of Internal Audit, the Fiscal Monitor ensures compliance with laws regulations, contracts, internal policies, and procedures. This position monitors fiscal operations to ensure adherence with Federal and State laws, rules, regulations, and terms and conditions of all awards: revenue, expenses, reimbursement, various operating budgets.

The Fiscal Monitor will work in partnership with internal and external partners to maintain compliance and promote the effective and responsible use of funds optimal use of funds in support of program goals, continuity of care, and the delivery of high-quality, comprehensive services to enrolled children and families.

### Core Benefits!

- **Remote** position!
- **Competitive Compensation** Package
- **Robust benefit offerings** -Medical, Dental, Vision, and Voluntary Life Insurance!
  - CCRC ***covers approximately 90-100% of employee and dependent*** medical and dental coverage, and **90%** vision coverage!
  - There are a variety of medical and dental plans offered.
  - **Basic Life Insurance and Long-Term Disability** paid for by CCRC
- **Flexible Spending Account** participation offered
- Employer Contribution and Employer Match in the **403(b) Retirement Savings Plan** with 100% vesting!
  - Upon meeting eligibility, employees receive a **5% contribution** and may participate in the **match of 50% up to the 1<sup>st</sup> 7% of deferrals**
- **Generous Time Off Policy** with vacation and Sick Time, Holidays, and Paid Winter Break
- Opportunities **for learning and professional development**, such as education reimbursement and mastering skills for career progression
- **Culture:** Mission-driven, passionate, and inclusive
- **Employee Assistance and Wellness Programs**
- **501(c) (3) designation**-You can apply for Public Service Loan Forgiveness!

## The Details of the Job:

### Essential Duties And Responsibilities

Within a team structure, this position will perform the following responsibilities:

#### Program Monitoring (50%)

- Monitors fiscal operations to ensure compliance with Federal and State laws, rules, regulations, and terms and conditions of awards.

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- Ensures that the annual operating budget aligns with the program design, goals, and objectives.
- Reviews and compares revenues, expenses, amounts billed, payments received payroll labor distributions, cost allocations, revenue, and expense accruals to contract/grant budgets to ensure compliance.
- Monitors to ensure that appropriate approvals have been obtained in writing and adequately documented when budget adjustments/changes are needed or requested.
- Reviews financial reports and accounting records to ensure records are timely and complete and contain all required and accurate information pertaining to the grant.
- Submits accurate and timely reports concerning fiscal monitoring and field activities.
- Provides support with the development of ongoing monitoring tools to be used by the program to ensure that federal and state regulations are monitored and applied effectively.
- Assists in aggregating data to identify high-risk areas of concern, program quality needs, provide technical assistance, resources, or recommend corrective actions to ensure applicable regulations are met.
- Conducts in-person audits across multiple office locations and counties, averaging 1–2 site visits per quarter.

### Technical Assistance (30%)

- Develops productive relationships with CCRC departments and other community partners in planning and development of coordinated, comprehensive services to ensure that the budget accounts for the highest priority program and school readiness goals and objectives.
- Provides support with the development of ongoing monitoring tools to be used by the program to ensure compliance with federal and state regulations.
- Provides support with ongoing review and edits when needed to area policies and procedures.
- Assists in aggregating data to identify high-risk areas of concern, program quality needs, provide technical assistance, resources, or recommends professional development opportunities for staff to ensure applicable regulations are met.

### Regulations (20%)

- Remains current on changes to Federal and State fiscal regulations, policies, and contract requirements.
- Ensures adherence to internal and fiscal regulatory guidelines and supports the preparation, editing, and formatting of documentation and written reports related to compliance and monitoring activities.

## Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise less than 5% of the daily workflow for this job:

- Other duties as assigned may be considered direct or indirect cost rate.
- Participate in departmental, agency and professional meetings and workgroups, or trainings as assigned.
- All other duties that may be required, as part of the essential functions of the job, as assigned.

## Job Specifications

### Minimum Required

#### Education/Experience:

- High School Diploma or equivalent

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- Four (4) years or more of professional accounting, auditing, or finance experience with an emphasis on fiscal auditing/monitoring
- OR any combination of education and experience that would enable the candidate to perform the functions of the position successfully.
- **Technical Requirements:**
  - Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, and database systems-Access), with an emphasis on data analysis, reporting, and presentation.)
  - Extensive experience with analytical skills, with the ability to interpret quantitative and qualitative data, identify trends, and draw meaningful conclusions to support compliance and decision making.
  - Advanced knowledge of Fiscal Laws, Rules, and Regulations including but not limited to
    - Cost principles (reasonable, allowable, allocable expenses)
    - Administrative versus programmatic cost Classifications and Limitations
    - Budget monitoring, budget-to-actual analysis
    - Non-Federal match requirements
    - Fiscal Reporting Requirements
  - Knowledge of fiscal reporting requirements and standards, with the ability to ensure accuracy and compliance in financial documentation
  - Ability to read, analyze, and interpret governmental regulations, contracts, technical procedures, and professional publications.
  - Knowledge of internal controls and compliance monitoring practices, with the ability to identify potential risk areas and support corrective actions.
  - Ability to effectively utilize technology to streamline workflows, enhance reporting accuracy, and support monitoring activities.

**Behavioral:**

- Highly proficient in subject areas of problem-solving, organizational dynamics, and emotional intelligence.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Define problems, collect data, establish facts, and draw valid conclusions
- Demonstrates effective communication skills and consistently maintains a high-level of detail-orientation and accuracy.
- Cooperative work, effective Organization skills and Customer Service; collaborative teamwork, accurate work product, strong problem-solving skills, and effective critical thinking.
- Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
- Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.
- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- Ability to exercise discretion, confidentiality, apply good judgment in making decisions, work independently and take initiatives.
- Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adherence to technological security in accordance with Agency policy and legal requirements.
- **Travel:** This position requires 5% of travel. *Will consist of travel to and from agency locations in various counties to complete in person audits.* Staff members driving on behalf of CCRC may choose to drive a CCRC vehicle or own vehicle and must meet requirements to be an approved driver including holding and maintaining current auto insurance, current California Driver's License and DMV clearance required.
- **Work Schedule:** This position is expected to be regularly remote, can change based on business need. Full time, Monday to Friday, overtime hours may be required at times.

- **Work Environment:** Employee’s remote work locations are expected to comply with the remote work policy and be conducive to work. Occasional on-site work may be required.
- **Background & Health Clearance Requirements:** Background requirements determined according to the requirements of the program(s) which the position will be supporting. Background check required. As a grant-funded Agency supporting Children and Family Services, CCRC conducts background checks commensurate with the role to verify candidate qualifications (criminal history, employment history / experience, education, reference checks) and ensure grant compliance. Specific roles may have additional verification / clearance to the standard background check as part of the recruitment and selection process, including:
  - **Live Scan Clearance / DOJ Fingerprinting:** For positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health and Safety Code Section 1596.871 and/or Head Start Program Performance Standards 1302.90).
  - **Health Clearance:** For positions working directly with the public in a child/ community care or child / community care adjacent setting or working with “at risk” populations, CA Code of Regulations Title 22, §101216, CA Health and Safety Code 1596.7995, and/or Head Start Program Performance Standards 1302.93)
  - **MVR / DMV clearance** in accordance with CCRC’s liability insurance provisions: For positions where driving is required.
  - **Child Development Permit:** For positions working in an educational capacity (California Education Code Sections 44242.5, 44340, and 44341)
  - **CPR / Pediatric CPR certification:** For certain identified positions working directly with the public in a child/ community care or child / community care adjacent setting (CA Health & Safety Code 1596.865 – 1596.866)
  - **Federal Debarment Checks:** For positions acting in a principal capacity to federal funds (Head Start Program Performance Standards 1304.11, Code of Federal Regulations Title 2 Grants and Agreements 2.180.320 and 2.180.995)
  - **Credit & Bankruptcy Check:** For positions with fiscal responsibility (roles with authority over financial transactions), a credit and bankruptcy check will be conducted to assess financial responsibility in alignment with agency standards and applicable laws, including the federal Fair Credit Reporting Act (15 U.S.C. 1681 et seq.) and California Labor Code restrictions on credit reports (Labor Code 1025.5.)

**Preferred**

All minimum requirements above met, plus:

**Education:** Bachelor’s degree preferred in Accounting, Finance, Business Administration or Public Administration

**Experience:** One year of experience in a state or federally funded program

- **Technical Requirements**
  - Expert Excel, Word, PowerPoint,
  - Advanced Access

**Physical Demands**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

<i>Physical Activity</i>					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
<b>Balancing:</b> Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or erratically moving surfaces.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Climbing:</b> Ascending or descending ladders, stairs, scaffolding, ramps, poles, or other similar devices. Using feet and legs and/or hands and arms. Performing activities where body agility is emphasized.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crawling:</b> Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> Bending the body downward and forward by bending the leg and spine.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Driving:</b> A car, truck, forklift, or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature, or texture by touching with skin, particularly that of the fingertips.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing:</b> Perceiving the nature of sounds with no less than a 40db loss at 500Hz, 1000Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and make fine discrimination in sound, such as when making fine adjustments on a piece of equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kneeling:</b> Bending legs at the knee to rest the body on the knee or knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting:</b> Raising objects from a lower to a higher location or moving objects horizontally from one location to another and lifting a 50lb object to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pulling:</b> Using upper extremities to exert force to draw, haul, or lug objects in a sustained motion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing:</b> Using upper extremities to press against something with steady force to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive motions:</b> Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stooping:</b> Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Talking:</b> Expressing or exchanging ideas by means of spoken words. Those activities in which detailed or important spoken instructions to co-workers are required. The instructions must be conveyed accurately, loudly, and/or quickly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Viewing:</b> The ability to distinguish colors, read a VDT, or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Notices

**Child Care Resource Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected Veteran Status, or any other characteristic protected by applicable federal, state, or local law.**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

### Accommodations

If you are a qualified individual with a disability or a disabled veteran, you have the right to request an accommodation if you are unable or limited in your ability to use or access our career center as a result of your disability. To request an accommodation, contact a Human Resources Representative at (818) 717-1000 ext. 6599 or email them at [Recruiting@ccrcca.org](mailto:Recruiting@ccrcca.org).