



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 **Finance** Division! Go to our job board to apply: [job board](#)

The Director of Finance job at a glance

General Summary

Under the direction of the VP & CFO, the Director of Finance supervises the Financial Planning & Analysis, Operational Excellence and Project Management teams. The Finance Director oversees all matters pertaining to budgets, forecasts, revenue projections, reforecasting, compliance for grants, special projects, funder audits and personnel coaching and mentoring. The Finance Director facilitates seamless coordination across different departments, including both program and administrative offices, to promote effective collaboration and information sharing. This position is responsible for hiring, training, developing, supervising and performance managing employees.

Core Benefits!

- **Hybrid** 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, including 5 medical plans of Kaiser HMO, 3 different Blue Shield HMOs, and a PPO, and Dental HMO or PPO
- **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 1st 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 environment, the Director of Finance's responsibilities include the following:

Financial Planning & Analysis (35%)

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- Monitor all incoming revenue streams, encompassing both grants and donations, to ensure a comprehensive understanding of the organization's financial health.
- Ensure strict compliance with funding regulations and organizational policies.
- Establish a strategy for cost tracking methodologies to ensure that costs are necessary and reasonable; and are treated consistently per all contract provisions, GAAP, OMB Uniform Guidance, and other applicable circulars and best practices.
- Oversee and review the implementation of budget planning, compliance, and monitoring programs in accordance with the financial goals and objectives of the Agency.
- Direct and manage financial and operational studies and analyses providing critical management information with recommendations as appropriate.
- Obtain an understanding of internal controls over compliance requirements and related audit objectives, selected cost items, allowable and unallowable costs, and standard methodologies.
- Oversee and direct annual operating and capital expenditures budgets, budget development, financial analysis, cost recovery analysis, profit and loss, cash flow forecasting, financial statements monitoring income to expense ratios, and other complex financials.

Financial Performance Strategic Partnership (30%)

- Responsible for management decks and maintaining continuous variance analysis and waterfalls to provide insightful analysis for management decision-making.
- Communicate effectively and respond to inquiries and requests from OST, Board of Directors, and Board Committees, etc. regarding budget and grant performance and management.
- Coordinate, liaise, direct the preparation and presentation of financial material, and reports as required.
- Partner and collaborate with the OST to drive strategic decisions on financial planning, with multiyear strategic plans.
- Partners cross-functionally with head of departments and planning teams.

Operational Excellence and Financial Policy (30%)

- Research new strategies, brainstorming viable solutions and communicating policy changes.
- Develop controls to monitor all expenses to guard against unallowable costs and ensure that all funding is appropriately spent per grant terms and deadlines.
- Provide expertise on all applicable regulations, policies, and procedures in collaboration with Finance staff.
- Interpret applicable regulations and translate into operational policies as required.
- Proactively identify and recommend strategies for optimizing system integration; critically analyzing current practices and suggesting improvements to enhance efficiency, streamline operations, reduce administrative burdens, and ensure compliance.
- Develop a systematic and efficient management process for any new software implemented.
- Work with the Finance Office to develop and roll out training for new hires or new users of Workday.
- Oversee the Workday financial system, in the Finance Office, to ensure all modules are working effectively.
- Work as a member of interdepartmental/functional teams on projects to improve efficiency in business processes and procedures.
- In coordination with leadership and the Finance Office, determine and develop appropriate financial and metric dashboards and benchmarks for reporting purposes to the Office of Programs, and other stakeholders as appropriate.

- Analyze current operational processes and performances, recommending solutions for improvement.
- Develop, implement, and monitor day-to-day operational systems and processes to accomplish goals.
- Plan project timelines, milestones, and deliverables across all assigned programs, ensuring alignment with organizational goals and client expectations. Establish program management baselines and execute structured scope and configuration management actions.

Team Oversight

- Select, train, supervise and conduct regular evaluations of direct reports.
- Develop strategies to maximize the proficiency of staff to provide effective and timely services to the Agency.
- Develop key performance indicators and operating metrics, highlighting trends, and analyzing causes of unexpected variance.
- Direct the team to support fiscal operations of the Department of Program; monitor actual versus budget to keep within budget, with an eye toward administrative cost control and appropriate timely pace of program spending per budget and timeline.
- Determine the team's annual goals and plan on how to improve daily operations.

Non-Essential Duties And Responsibilities

- Stay current and knowledgeable on accounting standards (GAAP, OMB, etc.), program area and agency contract FT&C (funding terms & conditions), and guidelines or regulations that relate to responsibilities. Research technical accounting solutions as needed when business issues arise.

Job Specifications

Minimum Required

- **Education:** Bachelor's Degree in related field.
- **Experience:**
 - 10 years of successful experience managing teams and financial programs
 - Proven experience as a leader who can earn the trust of teams across the organization.
 - Extremely proactive with the ability to independently drive results and communicate a long-term vision.
 - Working knowledge of government funding and grant report requirements.
- **Technology Skills:** Strong computer skills including advanced knowledge of Excel and Word; proficient in all other Microsoft Office applications (Outlook, Teams, etc.). Extensive experience with computerized accounting system; working knowledge of Workday and Adaptive Insights.
- **Professional/Technical Certifications:** n/a
- **Bilingual Required:** n/a
- **Behavioral:** Result oriented • Able to work independently; entrepreneurial • Enjoys creating and implementing new initiatives • Personal obligation to uphold organization's expectations • Personal accountability for consistent application of processes and policies • Open and willing to engage other roles when appropriate • Adopt a continuous improvement culture, seeking to make good choices. Strong interpersonal and collaboration

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skills; thrives in team-oriented environment. Adherence to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.

- Adherence technological security in accordance with Agency policy and legal requirements.
- **Travel:** n/a
- **Work Schedule:** Full time, typically M-F, regular business hours.
- **Work environment:** Hybrid work environment.

Preferred

All minimum requirements above met, plus:

- **Experience:** Strong preference for knowledge of nonprofit and/or grant/fund accounting, budgeting, and OMB Circulars.
- Big 4 experience.
- **Education / Certification:** C.P.A. or M.B.A a plus.
- **Technical Requirements** – In addition to above (list specifics):
 - Working knowledge of Fund Accounting (general ledger system).
 - 2-5 years of Adaptive Insights (budgeting & financial reporting software).
 - Working knowledge of Workday software, a plus.
 - Confidence and enthusiasm

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.

Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.	☒	☐	☐	☐	☐
Climbing: 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.	☐	☒	☐	☐	☐
Crawling: Moving about on hands and knees.	☒	☐	☐	☐	☐
Crouching: Bending the body downward and forward by bending the leg and spine.	☐	☒	☐	☐	☐
Driving: A car, truck, forklift or other types of moving equipment.	☐	☒	☐	☐	☐
Feeling: Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	☒	☐	☐	☐	☐
Grasping: Applying pressure to an object with the fingers.	☐	☒	☐	☐	☐
Hearing: 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.	☐	☐	☐	☐	☒
Kneeling: Bending legs at the knee to rest the body on the knee or knees.	☒	☐	☐	☐	☐

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	0-2	3-4	5-6	7-8
Lifting (Light): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting up to 30lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Med): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 30lb – 50lb objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Lifting (Heavy): Raising objects from a lower to a higher location / moving objects horizontally from one location to another. Lifting 50lb+ objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	☒	☐	☐	☐	☐
Pulling: Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	☒	☐	☐	☐	☐
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	☒	☐	☐	☐	☐
Reaching: Extending hand or hands and extending arm or arms in any direction.	☐	☒	☐	☐	☐
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	☐	☐	☐	☐	☒
Sitting: Particularly for long periods of time.	☐	☐	☐	☒	☐
Standing: Standing or staying on feet for sustained periods of time.	☐	☒	☐	☐	☐
Stooping: Bending body downward and forward by bending the spine at the waist, requiring full use of the lower extremities and back muscle.	☐	☒	☐	☐	☐
Talking: 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.	☐	☐	☐	☐	☒
Twisting: Turning from right to left at the waist.	☒	☐	☐	☐	☐
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	☐	☐	☐	☐	☒
Walking: Moving about on feet to accomplish tasks.	☐	☐	☒	☐	☐

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.

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