



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 1200+ people strong and growing!

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

The job at a glance

General Summary

Under the direction of the Vice President & Chief Financial Officer, the Controller is the senior accounting leader responsible for the integrity, compliance, modernization, and performance of the Agency's financial operations. ADD: This role leads all accounting functions, including financial close, reporting, general ledger, accounts payable, accounts receivable, grant and contract accounting, procurement, audits, and regulatory compliance, while ensuring accurate, timely, and audit-ready financial information. ADD: As a strategic partner to executive leadership, the Controller strengthens internal controls, drives process and system improvements, develops high-performing teams, and provides financial insights that support organizational growth, sustainability, and mission impact. The Controller may serve as the CFO's designee when requested.

Salary Range (\$220,000 – \$250,000)

Core Benefits!

- **Onsite** 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 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

As a critical member of the leadership team, the Controller will manage processes, capturing, maintaining, and reporting accurate financial data. Working closely with the Accounting and Finance teams, the Controller will ensure that all agency financial statements are prepared in accordance with US GAAP and regulatory requirements, meeting established deadlines while comparing results to the prior year, monthly trends, and plans. Responsibilities include:

General Ledger

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- Maintain an audit-ready accounting environment that ensures accurate financial records, strong controls, timely reconciliations, and clear accountability across the organization.
- Responsible for Chart of Accounts, Balance Sheet, GL operations, US GAAP compliance.
- Oversee financial close processes, monthly, quarterly and annual including review, commentary, reporting & package preparation for the CFO, Executive Committee and various board committees.
- Take personal ownership of the integrity of the financial records and proactively identify, investigate and resolve accounting issues before they become organizational risks.
- Inventory Management & Valuation: Working closely with the operations and supply chain teams to manage inventory costs, accounting for in-kind donations, and understanding the impact on financial statements.
- Lead and continuously improve close processes, reducing cycle times while maintaining accuracy and compliance.
- Establish and maintain strategy for cost tracking methodologies to ensure that costs are necessary and reasonable; and are treated consistently by all contract provisions, GAAP, OMB Uniform Guidance, and other applicable circulars and best practices, under the guidance of the CFO.

Financial Reporting

- Preparing and presenting consolidated financial statements, ensuring compliance with accounting standards and US GAAP.
- Enable program level financial visibility through financial reporting that is consistent, timely and well understood by the Program Directors and OST.
- Manage intercompany entries and consolidation of financial data necessary for accurate business subsidiary/consolidated results.
- Adjusting financial reporting as required with new concepts, regulations or interpretations arise including confirming approach with CFO and external CPA (where necessary).

Compliance Management & Audit

- Coordinate and work with internal and external auditors for data submissions, timelines and outcomes.
- Focus on grant compliance for each funder by overseeing the Grants Management department with the Director.
- Ensure compliance with all applicable federal, state, and local funder contracts and guidelines, primarily pertaining to county, state and federal grants, awards and contracts.
- Oversee operational accounting activities for funder contracts (grant accounting) including compliance and reporting.
- Stay current and knowledgeable on accounting standards (US GAAP, OMB, etc.), program area and agency contract FT&C (funding terms & conditions), and guidelines or regulations that relate to responsibilities.
- Identify areas for improvement and integrate changes into the overall process improvement strategy.
- Obtain an understanding of compliance requirements and related audit objectives as it relates to costs (allowable and unallowable) and standard methodologies such as the Cost Allocation policy.
- Interpret applicable regulations and translate into Finance policies as required.
- Provide expertise in all applicable regulations, policies, and procedures in collaboration with Finance staff to other teams throughout the agency.

Internal Controls & Process Improvement

- Continuously evaluate, develop, implement and maintain robust internal controls, policies and procedures across the Accounting organization and agency controls to prevent fraud, ensure compliance with financial regulations, safeguard agency assets and monitor all Finance policies.
- Research technical accounting solutions as needed when business issues arise.

- 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.

Strategic Partnership

- Partner and collaborate with the Executive Team to drive strategic decisions on financial planning, with multiyear strategic plans.
- Partner cross-functionally with head of departments and planning teams.
- Provide the management team with value-added analyses and insights vital to the decision-making process that support long-term planning and growth initiatives.
- Collaborate with the CFO and the Executive team to develop and execute the Accounting organization's strategy, scaling operations as the company grows and evolves.
- Work alongside the Treasurer to produce timely and accurate cashflow models incorporating actuals and projections on a regular basis.
- Develop and implementation new processes and systems as needed to support scalability and new revenue streams that support the organizations mission and goals.

Operational Excellence & Technology

- Improve Grant financial reporting accuracy and transparency with timely reports
- Drive automation, system optimization, and data governance initiatives that enhance efficiency, accuracy, and decision-making.
- Responsible for the integrity, improvements and effective functions of Workday Financials and FDM alongside the Workday Finance specialist to ensure all modules are working effectively and efficiently.
- Identify and evaluate financial risks and opportunities, providing recommendations to the CFO and Directors.
- Be in-house expert on Workday Financials and train others to be.

Leadership & Team Management

- Provide visible and inspirational leadership that motivates teams to achieve high levels of performance, accountability and engagement.
- Build a culture of ownership, responsiveness, continuous learning and operational excellence throughout the Accounting and Finance organization.
- Establish clear expectations, hold team members accountable for results and recognize outstanding performance.
- Lead through influence and executive presence, fostering confidence and credibility with staff, leadership, auditors, funders and external stakeholders.
- Drive organizational change initiatives and proactively identify opportunities to enhance team effectiveness, service delivery and business processes.
- Build leadership bench strength through active coaching, succession planning, and talent development.
- Select, train, supervise and conduct regular evaluations of direct reports.

Non-Essential Duties And Responsibilities

- Participate in departmental, agency and professional meetings and workgroups, as assigned.
- Provide presentations and reports, as needed, on recommendations and various technology topics.
- Assist in preparing and maintaining written instructional material for users.
- Participate in and make presentations to staff, executive team, committees, and agency Board of Directors, and

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- other public agencies as needed.
- Periodic assistance with event planning.
- Attend conferences and training as required to maintain proficiency
- Other duties as assigned.

Job Specifications

Preferred - All minimum requirements met below, plus:

- Experience: Mission-driven finance environments, grant/fund accounting and OMB Circulars and bulletins.
- Technical Skills: Working knowledge of Adaptive Insights and Workday (Finance) software

Required

- **Education:** Bachelor's degree in accounting or equivalent work experience
- **Professional/Technical Certifications:** CPA active license required.
- **Experience:**
 - 4+ years Controller-level experience, with proven success in supervising and developing staff.
 - 10 years of successful experience in leadership, overseeing large teams and leading financial systems, data integration and automation.
 - Proven experience managing a general ledger of a company and running financial close processes from start to finish including providing a financial package for the CFO & Executive Committee and presenting to the CFO.
- **Technical Skills:**
 - Comprehensive knowledge of US GAAP accounting and financial reporting standards, with demonstrated ability to research and apply accounting principles
 - Proficiency in financial software and ERP systems implementations including change management, advanced knowledge of Excel, Word and PowerPoint.
 - Proficient in all other Microsoft Office applications (Outlook, Teams, etc.).
- **Behavioral:**
 - Strong organizational, oral, and written communication skills that are tailored to the audience in a professional manner.
 - Strong team leadership, financial acumen, analytical and project management skills, along with the ability to independently and simultaneously manage overlapping projects.
 - Demonstrates executive presence, gravitas and the ability to include outcomes across all levels of the organization.
 - Results driven leader with a strong sense of urgency, initiative and personal accountability.
 - Possesses the energy, ambition and passion to make a meaningful impact on agency performance, effectiveness and innovation.
 - Proven ability to motivate, develop and inspire teams to achieve ambitious goals while maintaining a positive and collaborative culture.
 - Hands-on leader who is comfortable operating both strategically and in the details of accounting operations.
 - Demonstrates intellectual curiosity, continuous improvement mindset, and willingness to challenge the status quo constructively.
 - 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.
 - Show ability to have flexibility, maturity of judgment, and ability to work collegially.

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- 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.
- **Additional Requirements:** In accordance with the Fair Credit Reporting Act (FCRA) and applicable state law, candidates for roles with fiscal responsibility will be asked to authorize a credit and bankruptcy check. This check helps evaluate financial responsibility in alignment with the job's duties, while ensuring compliance with anti-discrimination principles and consumer protections.
- **Travel:** This position requires 5% of travel. Will consist of travel to and from agency locations for Manager and Leadership Meetings. 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:** Full time, typically M-F, regular business hours and others as required.
- **Work environment:** This position is fully on site in an office environment.
- **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.)

Physical Demands

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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 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.	☒	☐	☐	☐	☐
Lifting (Light): Raising objects from a lower to a higher location / moving object 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 object 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 object 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.	☐	☐	☐	☐	☒

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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
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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