



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

The Accounting Supervisor job at a glance

General Summary

Under the direction of the Accounting Manager, the Financial Accounting Supervisor leads the team in high-volume accounting processes and supports overall Finance initiatives. The Financial Accounting Supervisor supervises the Accounting Staff, supports management, and coordinates and oversees the daily accounting operations. The Financial Accounting Supervisor guides a team of Accountants and clerical staff responsible for managing and maintaining the Agency's financial records including general ledger maintenance, accounts receivable, revenue, and asset accounting. The Financial Accounting Supervisor oversees and ensures financial transactions are properly recorded and accurate, including all accounting entries and reconciliation of all subsidiary ledger accounts to the general ledger. The Financial Accounting Supervisor oversees the analyzing of current costs, revenues, financial commitments, and obligations incurred to predict future revenues and expenses.

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.
- **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 the team structure, the Financial Accounting Supervisor's responsibilities will include the following:

- Support, supervise, and guide Accounting and clerical staff, including training, performance management and development. Ensures the department accomplishes its accounting objectives. Partners with the Accounting Manager regarding staffing for the department including hiring, training and development, and performance management of employees as needed in accordance with agency policies. 45%

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- Supervise and oversee daily transactions and monthly, quarterly, and annual financial close process for the accounting team, including: oversight of accruals, lease accounting, fixed assets, prepaid postings, GL reviews, allocation splits, journal entry postings, bank reconciliations, balance sheet review, and P&L/Statement of Account to ensure accuracy and compliance with generally accepted accounting practices. 15%
- Meets accounting operational standards by contributing financial information to strategic plans and reviews, resolving problems, and identifying system improvements to support the overall financial strategy 5%
- Supervise maintaining fixed asset schedules including identifying purchases to be capitalized and calculating the depreciation and monthly amortization expense. Administer process for disposing of fixed assets. 10%
- Supervise work on all monthly bank and investment account reconciliations and assigned balance sheet reconciliations, including auditing, review, and posting of all ledger entries and transactions. Provide instructions and guidance to team members for corrections or adjustments in compliance with accounting rules and funding terms and conditions. 10%
- Supervise the recording of investments for tracking, posting, and reconciliation including maintaining strong relationships with financial institutions. 5%
- Maintains, updates, and develops a documented system of accounting policies and procedures in accordance with agency, and local, state, and federal government requirements. Identify and implement improvements and efficiencies for internal processes. 5%
- Assists Accounting Manager with analyzing and monitoring daily cash flow by monitoring bank balances, cash requirements, and resource planning, including identifying potential cash flow problems and financial irregularities. 5%

Non-Essential Duties And Responsibilities

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

- Stay current and knowledgeable on accounting standards, agency contract funding terms and conditions, and guidelines or regulations that relate to responsibilities. Research and prepare technical accounting solutions as needed when business issues arise.
- Enhance professional growth and development through participation in educational programs, current literature, in service meetings, and workshops.
- Prepare audit schedules for annual financial audit and audits by funders/grantors as assigned. Assist auditors as needed.
- Perform research and analysis on projects as requested by the Accounting Manager, or CFO.
- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Complete other related projects and duties as assigned.

Job Specifications

- **Education/Experience:** Bachelor's degree in Accounting or related field or combination of education and related experience. 6 years of advanced level accounting work experience, preferably in nonprofit organization. Working knowledge of Generally Accepted Accounting Principles. Strong preference for knowledge of government funding grant reporting requirements and OMB Circulars.
- **Technology Skills:** Strong computer skills, including intermediate knowledge of Excel and Word; proficient in all other Microsoft Office applications (Outlook, etc.). Experience with computerized or cloud-based accounting systems; working knowledge of Workday Financials a plus.
- **Communication/Customer Service Skills:**

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- Strong and effective written and verbal communication and interpersonal skills. Able to interface with others in an effective, open and tactful manner. Demonstrated ability to establish and maintain effective, cooperative, and diplomatic working relationships with colleagues, supervisors, external contacts with funding sources, and the public.
- Strong analytical and problem-solving skills. Attention to details and strong organizational skills essential. Demonstrates ability to work under pressure on multiple projects with competing deadlines and to prioritize work effectively and apply a sense of urgency to projects. Must be highly motivated, able to exercise discretion and good judgment, work independently, take initiative, participate as an effective team member and follow tasks through to completion.
- 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
- 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)

Preferred:

- Experience: 1-2 years of supervisory experience preferred.
- Education: Bachelor’s degree preferred

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	1-2	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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling: Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crouching: 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"/>
Driving: A car, truck, forklift or other types of moving equipment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feeling: 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"/>
Grasping: Applying pressure to an object with the fingers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Kneeling: 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"/>
Lifting: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. 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"/>
Pulling: 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"/>
Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching: 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"/>
Repetitive motions: Substantial movements of the wrist, hands, and/or fingers, including keyboarding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sitting: Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing: Standing or staying on feet for sustained periods of time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping: 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"/>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Twisting: Turning from right to left at the waist.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Viewing: The ability to distinguish colors, read a VDT or other needs for depth perception.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking: 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

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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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