



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 **Early Care & Learning Division**! Go to our job board to apply:

[job board](#)

The Business Administration Specialist II at a glance

General Summary

Under general supervision the Business Administration Specialist II provides administrative support to ensure effective and efficient operations within the Early Care & Learning (ECL) Division. This role assists the ECL Operations Manager II with planning, leading, organizing, and financial projections, and controlling all business operations aspects for the ECL Division. This position collaborates with other divisions including, Finance, P&C, and Information Technology for guidance on effective business operations.

This is a full-time position in a hybrid work environment, with a combination of remote work and on-site responsibilities.

Core Benefits!

- **Hybrid/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 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 Business Administration Specialist II will perform the following responsibilities:

ECL Operations Administrative Support: (45%)

- Assist the ECL Operations Manager II in:

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- strategic planning related to budget management, organizational strategy, cost -benefit analysis, forecasting needs, and securing new funding, including but not limited to securing Request for Proposals (RFPs) and compliance with Division of the State Architect (DSA)-1303 Applications and the Davis Bacon Act.
- budget management, financial planning, cost analysis, and secure funding. Maintain financial data integrity and ensure compliance with audits and reporting requirements.
- Assist preparation of financial reports, annual refunding applications, spreadsheets, and budget tracking tools to support data-driven decision-making.
- Prepare and monitor center budgets, track expenditures, and conduct monthly budget vs. actuals analysis to inform ECL leadership. for classroom supplies and monthly will monitor and track expenditures to inform Center Directors of their available current center budget. Conduct monthly budget vs. actuals analysis of the center budgets.
- Assist with the preparation and submission of the Head Start grant application as required by applicable federal statutes, regulations and administration practices including proposals for modification(s) as necessary.
- Oversee inventory tracking for items under \$500, ensuring accurate auditing and reporting.
- Conduct in-person inventory review and audits at ECL sites annually; ensures accurate documentation and reconciliation of equipment, materials and supplies.
-

Record Keeping, Data Entry and Data Quality Control (30%)

- Maintain adequate record keeping and ensure timely and accurate reporting of program to federal and state authorities. Ensure records are compliant with legislation, federal and state regulations and laws.
- File reports, purchase requests/purchase orders and other fiscal records for recordkeeping purposes.
- Ensure licenses and permits filed are current by making sure annual payments are processed on time.
- Assist in the process of paying for licenses and ensuring the leasing documents are complete and current to license new HS sites and modify licenses as needed. Assist in tracking any necessary renovations.
- Assist with collecting documentation and information for the quarterly internal fiscal audit report and follow-up with correcting findings.
- Collect and organize data, provide research and reports, as required.
- Monitor and propose updates to distribution codes and cost allocations for ECL grants.

Support Areas Liaison (15%)

- Act as a liaison with the Purchasing Department managing purchase orders for supplies, furniture, and program materials.
 - Process all purchase requisition, ensuring accuracy and completeness. Ensure daily all invoices and check requests are complete and accurate
 - Initiate, track, and revise approved department purchase orders, which include program supplies, classroom supplies, office supplies, and classroom furniture.
 - Collaboratively work with Purchasing to process all purchasing orders and approved facilities renovation projects.
- Enter monthly projected spending in a timely manner and follow-up with the Grants Management department, as necessary. Schedules monthly meetings with ECL Managers to conduct the projections process with the feedback provided by all stakeholders. Documents and share areas of overspending to investigate if there are challenges in that area.
- Coordinate with Accounting and P&C to ensure timely processing of financial transactions, including business reimbursements, travel expenses, mileage reimbursements, credit card reconciliations and check requests.
- Review, track and submit employee tuition reimbursements requests for approval.

- Provide technical assistance and operational support to HS comprehensive areas, center directors, and other center staff.

General Administrative Support (10%)

- Assist in budget analysis and financial reporting for Head Start/Early Head Start programs.
- Process invoice payments for vendors, including but not limited to maintenance, memberships, and training expenses.
- Conduct staff training as required on Budgeting, procurement, accounting procedures, and software tools such as Microsoft Excel.
- Provide administration support for the HS program, including but not limited to confidential document management, data entry, and report preparation the nature of which is highly confidential and significant , including word processing, excel, filing, and photocopying.
- Participate in Executive Parent Committee (PC) and PC meetings, providing logistical and administrative support. Assist with funder and annual audits for ECL grants by ensuring accurate documentation and timely report submission.

Non-Essential Duties And Responsibilities

These duties include tasks that are required and comprise less than 5% of daily functions for this job:

- Stay current and knowledgeable on ECL contract funding terms and conditions and guidelines applicable to the OMB circulars and funding requirements.
- Provide assistance with program information, training, and documentation.
- Assist in event planning for staff and community.
- Attend and participate in meetings, as appropriate.
- Provide reports on Purchasing Orders.
- Participate in trainings, as required.
- Participate in the annual self-assessment of Head Start/Early Head Start program.
- Perform other duties, as assigned.

Job Specifications

Minimum Required

- Education: Bachelor's degree in Business Administration, Finance, Accounting, or a related field.
- **Experience:** 4 years of relevant administrative experience, preferably supporting senior management in financial operational or business administration functions.
- Technical Requirements - List specifics:
 - Proficiency in Microsoft Office Suite (Excel, Word, Outlook, PowerPoint), Workday, Adaptive Insights (AI), or similar financial and procurement systems.
- **Behavioral:**
 - Excellent project management skills to balance multiple priorities with proven ability to anticipate challenges, solve problems and maintain a calm demeanor in high-pressure situations.
 - Excellent collaboration skills to honor social, cultural and ethnic diversity of clients in order to maintain cooperative, diplomatic working relationships with co-workers, supervisors, and the community.
 - Strong interpersonal skills; the ability to honor confidentiality, and work sensitively and supportively with clients.
 - Excellent adaptability skills to be flexible, innovative and adapt to the changing needs of the department/agency.

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- Excellent organizational and communication skills; ability to successfully engage with others one-on-one and in group settings.
- Strong work ethic and problem solving skills with the ability to work independently and as part of a team.
- 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.
- Demonstrated knowledge of general office procedures.
- Ability to multi-task.
- Ability to be flexible and adapt to rapidly changing work environments.
- **Travel:** This position requires 10% travel. Will consist of travel to conduct in-person inventory review and audits, to and from agency locations and regional external clients for trainings. 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, Monday-Friday.
- **Work Environment:** This is a hybrid work environment and will consist of working remotely, and/or at a designated office location.
- **Background & Health Clearance Requirements:**
 - 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

All minimum requirements above met, plus:

- **Technical Requirements - List specifics:**
 - Technical Requirements –
 - Advanced proficiency level using Microsoft Outlook, Excel, Word, and PowerPoint.
- **Bilingual Preferred:** Ability to converse, write and/or translate in English and Spanish.

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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.

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.