



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 People & Culture Division**! Go to our job board to apply: [Job](#)

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The Payroll Supervisor job at a glance

General Summary

General Summary: The Payroll Supervisor reports directly to the HR Employment Manager and indirectly to the Accounting Manager. The Payroll Supervisor is responsible for the supervision and coordination of payroll processing operations for regular and off-cycle payroll activities, reporting and taxes, payroll operational policies, and electronic payroll / HRIS efficiencies. The Payroll Supervisor ensures accurate calculation of wages and processing of tax withholding and company deductions. The Payroll Supervisor prepares statistical reports on employee pay; vacation, sick, disability and workers compensation leave; taxes, withholding, etc. The Payroll Supervisor oversees the distribution of paychecks and direct deposit programs and prepares all payroll operational processes for final approval by the HR Employment Manager or Accounting Manager. The Payroll Supervisor provides training to team on policies, regulations, and processes, and leads team members with resolving errors or responding to inquiries. The Payroll Supervisor is the first level escalation for complaints or complex error resolution, and escalates situations as appropriate.

This position is fulltime, hybrid with the option of working Mondays remotely, and Tuesday through Friday onsite, in office depending upon business needs.

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:

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Essential Duties And Responsibilities

Within a team environment, this position will perform the:

Payroll Staff Supervision 50%

- Supervise, support, and provide guidance to payroll staff to ensure accurate and timely processing of regular and off-cycle payroll, ensure California and Federal wage and hour and FLSA compliance
- Delegate and schedule payroll functional tasks between team members to ensure a system of checks and balances for processing, review the processed payroll to identify and resolve any discrepancies before submitting for final approval, prepare payroll bank transfers for final approval.
- Oversee payroll staff member's work regarding monthly benefit reconciliations and transfer of funds to retirement accounts, plus daily cash management.
- Schedule payroll staff to ensure in-person coverage each day, especially for the distribution of live final checks.
- Hold regular one on ones and departmental meets to calibrate consistency of payroll processes, provide performance insight and developmental opportunities, and receive feedback.
- Prepare and review reports filed with EDD, IRS and other governmental entities related to payroll.

Payroll Functions Supervisor 50%

- Provide high level customer service to inquiries related to payroll and act as first level escalation for resolutions should payroll staff be unable to resolve the stakeholder's inquiry.
- Administer and lead payroll related audits including, but not limited to fiscal, internal, funder, 403b, EDD, and worker's compensation audits and calculation support, such as calculating annual amount for agencies budget, perform mid-year analysis and support the annual audit with the insurance company auditors.
- Oversee preparation and review of journal entries for payroll funding, payroll taxes, garnishment payments and reclassifications as needed. Reconcile payroll tax and garnishment liability accounts to the general ledger.
- Work iteratively and efficiently with payroll system vendor to implement, test, execute, and revise any payroll related solutions to resolve issues and increase effectiveness and accuracy of payroll processing and reporting
- Oversee maintenance of employee payroll allocations in payroll system; prepare monthly allocations of expenses to contracts in accordance with the agencies Cost Allocation plan. Work with Grant Accountants on the process of gathering and updating information in the cost allocation models and accounting system.
- Oversee management of Employee Self Service requests for W-4 updates and direct deposit changes. Provide guidance and instructions to employees in the submission of self service requests accordingly.

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 accounting standards (payroll), 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.
- Prepare audit schedules for annual financial audit and audits by funders/grantors as assigned. Assist auditors as needed.
- Document, update, and implement new payroll procedures and processes as needed. Identify and implement improvements and efficiencies to our internal processes.
- Perform research and analysis on projects as requested by leadership.
- Enhance professional growth and development through participation in educational programs, current literature, in service meetings, and workshops.
- Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Complete other related projects and duties as assigned.

Job Specifications

Minimum Required

- **Education/Experience:**
 - High School Diploma / GED and 5 years of payroll processing experience of which 3 years of payroll supervisory or leadership experience, or
 - Bachelor's Degree and 3 years payroll processing experience of which 1 year payroll supervisory or leadership experience
 - 1 year of Workday Payroll Processing experience for an employee base of at least 1000 FTE
- **Professional/Technical Certifications:** n/a
- **Technical Requirements:**
 - Working knowledge of Generally Accepted Accounting Principles
 - Strong computer skills, including intermediate knowledge of Excel and Word; proficient in all other Microsoft Office applications and video conferencing (Outlook, Teams, Zoom, etc.).
 - General experience with computerized accounting system.
- **Bilingual Required:** n/a
- **Behavioral:**
 - Strong and effective written and verbal communication and interpersonal skills. Interfaces with others in an effective, open, and tactful manner. Establishes and maintains effective, cooperative, and diplomatic working relationships with colleagues, supervisors, external contacts with funding sources, and the public.
 - Strong analytical and problem-solving skills. Demonstrates strong attention to detail and strong organizational skills. Follows process and procedures. Demonstrates working well under pressure on multiple projects with competing deadlines and prioritizing work effectively. Works sense of urgency to complete projects. Performs tasks in a highly motivated manner, exercises discretion, and good judgment; works independently, takes initiative, participates as an effective team member and follows tasks through to completion.
 - Adheres to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
 - Adheres to technological security in accordance with Agency policy and legal requirements.

Preferred

All minimum requirements above met, plus:

- **Experience:**
 - Workday implementation experience
 - Non-profit financial / payroll experience
 - Strong preference for knowledge of government funding grant reporting, requirements and OMB Circulars.
- **Technical Requirements** – In addition to above (list specifics):
 - Working knowledge of SAGE (previously MIP) 100 Fund accounting and Ultipro Human Resource and Payroll software a plus.
- **Travel:** This position requires 10% of travel. Travel may involve attending meetings, trainings, CCRC sponsored events and conferences throughout the state. Some overnight travel may be required. 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 full time. Overtime hours, as needed.
- **Work environment:** This is a hybrid work environment and will consist of working remotely and/or in an office location. It is a fast paced, office work 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)

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.	<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"/>

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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
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 (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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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.	<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 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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