



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

## The Workday Specialist - FIN job at a glance

### General Summary

Under the supervision of the Workday Administrator, the Workday Specialist- FIN provides functional and technical support for Workday Financial Management applications utilized by Finance, People and Culture (P&C), and other departments. The role supports system configuration, user security, reporting, data integrity, day-to-day operational needs and ongoing management of the Workday Financial suite across the organization, while assisting with system enhancements integrations and release updates. The Workday Specialist - FIN works collaboratively, provides functional leadership, oversight of configuration and serve as the primary liaison between Finance, It and external vendors to ensure accurate, compliant, and efficient financial system operations. This role requires a strong blend of Workday expertise, leadership, financial process acumen, and stakeholder engagement.

The Workday Specialist - FIN will play a key role in optimizing financial operations and ensuring the Workday platform effectively supports business objectives.

### 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 1<sup>st</sup> 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 structure, this position will perform the following responsibilities:

#### Administration, Support, Maintenance & Governance (35%)

- Own the administration, configuration, maintain, changes, testing and release planning of the Workday Financial Management (FDM) and modules.
- Support financial structures such as chart of accounts, worktags, cost centers and posting rules based on established standards and policies.
- Maintain budget structures, approval workflows, and financial business processes as per organization policy.

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- Gather business requirements and translate them into actionable system configurations.
- Troubleshoot system issues including engaging Finance, Workday, AMS providers, internal partners and Workday Administrator as needed to bring to resolution.
- Create and Maintain documentation for systems configurations and business processes including user guides and training materials where required.
- Support SLA tracking and ticket resolution in coordination with Workday team.
- Collaborate with Finance leadership on the change management process in relation to any changes to Workday Financials and it's modules.
- Work with the Workday Administrator to establish and maintain governance processes for data integrity, security roles and workflow design and adhere to them to meet the internal control and compliance requirements of the organization.
- Maintain user security roles and permission following documented access and segregation-of-duties guidelines.
- Monitor system performance, usage trends, and opportunities for continuous improvement.

### **Implementation & Optimization (30%)**

- Lease the implementation and ongoing configuration of Workday Financials modules including but not limited to:
  - General Ledger
  - Accounts Payable
  - Accounts Receivable
  - Procurement (WSS)
  - Expenses
  - Projects
  - Grants
  - Fixed Assets
  - Balance Sheet
  - Banking & Settlement
  - Financial Reporting

#### *Accounts Payable:*

- Maintain supplier accounts, payment terms, and banking information.
- Support invoice processing workflows and approval routing.
- Assist with 1099 configuration and year-end processing.
- Support prepayment and payment on receipt processes.

#### *Accounts Receivable:*

- Maintain customer accounts, billing terms, collection configurations.
- Support invoice generation, cash application, and customer payments.
- Assist with deposit, refund, and lockbox process.

#### *Asset Management:*

- Support maintenance of asset records, depreciation schedules, and capitalization rules.
- Support asset acquisitions, transfers and retirements.
- Assist with asset reconciliations and inventory tracking.

### **Reporting & Analytics (15%)**

- Create and maintain standard and custom Workday reports to support Finance operations.
- Assist with month-end and year-end reporting activities.
- Support ad-hoc reporting requests and data analysis.
- Perform data validation and quality check to ensure accuracy.
- Support audit requests by providing reports, documentation, and system data.

### **Integration & Data (10%)**

- Support existing integrations between Workday Financials and external systems.
- Assist with EIB data loads and mass updates..
- Support calculated fields and validations as needed.

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- Validate data integrity during implementations and ongoing operations through regular audits and reconciliations.
- Monitor integration error logs, troubleshoot data issues, and coordinate with IT teams and vendors.
- Perform data audits and reconciliations as assigned.
- Collaborate with IT on integrations and technical dependencies (e.g. banks, payroll, third party systems).

#### Engagement & Communication (10%)

- Act as the primary point of contact between Finance, IT and external Workday partners.
- Conduct workshops, strategy sessions and regular status updates with stakeholders and executive sponsors.
- Ensure training materials and knowledge transfer documentation are up to date and available.

## Non-Essential Duties And Responsibilities

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

- Maintains awareness of current and emerging trends within the Workday eco-system and surrounding technology systems with a focus on supporting the missions, the Financial functional and organizational needs by applying new services, development, delivery and technologies.
- Participates in departmental, agency and professional meetings and workgroups, as assigned.
- Perform other duties and responsibilities, as assigned.

## Job Specifications

### Minimum Required

- **Education/Experience:**
  - Bachelor's Degree or equivalent professional experience directly related professional experience that demonstrates the knowledge, skills, and abilities required to perform the essential job functions.
  - 5+ years of progressive ERP systems experience, application and support
  - 3+ years of hands-on experience with Workday Financials
  - Proven experience leading and managing Workday Financial implementations, post-production support, or large-scale enhancement projects.
  - Deep understanding of financial processes and operations (i.e. AP, AR, GL, internal controls) including GAAP compliance, financial close, balance sheet, procurement lifecycles, Grant module, Accounting Center, financial reporting and compliance.
  - Strong Reporting skills, (custom reports, , Workday Report Writer, dashboards, calculated field).
- **Technical Requirements:**
  - Certification and Proficiency with core Workday Financials modules
  - Proficiency with Microsoft Office suite, particularly Excel
  - Experience with Workday Studio, EIBs and Cloud Connect for integrations including banking platforms, payroll or external procurement systems (3<sup>rd</sup> parties)
  - Ability to read and interpret technical documents and industry specific manuals
- **Preferred** - All minimum requirements above met, plus:
  - **Experience:**
    - Workday Certification in additional modules
    - MBA or CPA preferred
- **Behavioral:**
  - Maintain the confidentiality required as it relates to the organization's financial data and business processes.
  - Must be adept at problem solving, including being able to identify issues and resolve situations in a timely manner.
  - Excellent verbal and written communications skills including stakeholder and executive reporting.
  - Strategic thinking with the ability to translate business goals into system capabilities.
  - Consistently maintains a high level of detail-orientation and accuracy.
  - 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.
  - Ability to prioritize work effectively, multi-task, adjust to meet multiple demands; follow up with tasks through completion; ensure deadlines are met.

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- Show ability to have flexibility, maturity of judgment, and ability to work collegially.
- 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.
- **Travel:** Some travel/business related driving required for all staff, large divisional events, and specified meetings. Staff may choose any mode of transportation (driving, walking, bicycling, carpooling, etc.) to arrive to and depart from the location where attendance is required. Should a staff member choose to drive, the staff member must become an approved driver with CCRC prior to driving on behalf of CCRC. Approved drivers 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 receiving DMV clearance.
- **Work Schedule:** Hybrid schedule. This position is full time, typically M-F, ability to at times work a non-traditional work schedule including early mornings, late evenings, and weekends.
- **Work Environment:** Standard office environment with moderate level of background noise.
- **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

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.

<b>Physical Activity</b>					
<b>Activity</b> <small>List the number of hours spent performing the activity.</small>	<b>Hours Per Day</b>				
	<b>NA</b>	<b>0-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7-8</b>
<b>Balancing:</b> 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"/>
<b>Climbing:</b> 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crawling:</b> Moving about on hands and knees.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Crouching:</b> 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"/>

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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
<b>Driving:</b> A car, truck, forklift or other types of moving equipment.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Feeling:</b> Perceiving attributes of an object, such as its size, shape, temperature or texture by touching with skin, particularly that of the fingertips.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Grasping:</b> Applying pressure to an object with the fingers.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hearing:</b> 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"/>
<b>Kneeling:</b> 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"/>
<b>Lifting (Light):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting up to 30lb</b> objects to shoulder level throughout the work shift. Requires the substantial use of the upper extremities and back muscles.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Lifting (Med):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 30lb – 50lb</b> 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"/>
<b>Lifting (Heavy):</b> Raising objects from a lower to a higher location / moving objects horizontally from one location to another. <b>Lifting 50lb+</b> 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"/>
<b>Pulling:</b> Using upper extremities to exert force to draw, haul or lug objects in a sustained motion.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Pushing:</b> Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reaching:</b> Extending hand or hands and extending arm or arms in any direction.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Repetitive motions:</b> 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"/>
<b>Sitting:</b> Particularly for long periods of time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Standing:</b> Standing or staying on feet for sustained periods of time.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Stooping:</b> 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"/>
<b>Talking:</b> 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"/>
<b>Twisting:</b> Turning from right to left at the waist.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Viewing:</b> 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"/>
<b>Walking:</b> Moving about on feet to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

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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](mailto:Recruiting@ccrcca.org).