



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

The FP&A Director job at a glance

General Summary

The Financial Planning and Analysis (FP&A) Director is a key leader responsible for overseeing financial planning, forecasting, budgeting, and operational and strategic analysis to support decision-making at the Agency. This position reports directly to the CFO. This senior role collaborates with executive leadership and cross-functional teams to promote financial sustainability, operational efficiency, and alignment with the organization's mission and long-term goals. The Director of FP&A provides insights into financial performance to guide strategic decision-making and strengthen financial management practices across the organization.

The ideal candidate is a strategic thinker with extensive experience in financial planning, reporting, and analysis; the ability to communicate complex financial concepts to non-financial stakeholders; and a strong understanding of funding structures, grants, and regulatory compliance. This role requires a balance of technical expertise and business acumen, with a focus on driving financial performance across multiple functions. The candidate should be comfortable using AI to improve efficiency, compliance, and team training. Strong leadership skills, a collaborative mindset, and a passion for advancing the Agency's mission are essential.

What You'll Focus On:

- Leading FP&A
- Building Financial estimates (Budgets, forecasts, outer year)
- Improving reporting automation
- Partnering with executives & leaders
- Supporting grant/fund compliance

This position is fully onsite and requires working five (5) days per week at our Headquarters in Chatsworth.

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!

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The Details of the Job:

Essential Duties And Responsibilities

Financial Leadership & Strategy

- Lead the FP&A function, overseeing & leading the budgeting, forecasting, and long-term financial planning processes.
- Supervise and direct work of FP&A team including their hiring, training and development, mentorship, performance reviews, and performance management.
- Promote a culture of continuous improvement and innovation, encouraging the adoption of best practices in financial analysis.
- Provide data-driven insights into financial performance, operational efficiencies, and funding opportunities to drive informed decision-making.
- Monitor and report on financial trends, key performance indicators (KPIs), and variances to ensure the Agency remains financially healthy and compliant.
- Provide actionable financial insights to guide business decisions, with a focus on revenue, cost, and capital efficiency and other high-priority projects.
- Make decisions on work assignments, priorities of the team and judgement calls within the scope of responsibilities assigned by the CFO.
- Implement and refine tools for financial analysis, forecasting, and scenario modeling that aid in strategic decision-making.

Budgeting, Forecasting & Financial Planning

- Oversee & lead the creation, development and management of the annual operating budget, ensuring it reflects the Agency's strategic priorities and operational needs by working with department heads and business units to gather financial inputs, set targets and align the budget with Agency goals.
- Lead the creation of rolling forecasts, incorporating input from key stakeholders, and adjusting as necessary based on programmatic or environmental changes.
- Plan and lead the Finance division's FP&A staff, financial review and other meetings as necessary.
- Collaborate with Accounting to ensure financial reporting is automated; and own the cash and forecast/projections.
- Collaborate with the CFO, senior leadership and department heads to evaluate performance against budget, identify areas for improvement, and adjust forecasts as needed.
- Complete ad hoc projects, reports and perform research and analysis as assigned by the CFO.

Financial Reporting & Analysis

- Develop and maintain comprehensive financial reports and dashboards to communicate financial performance to the Board of Directors, senior leadership, and key stakeholders including automation of reporting.
- Provide detailed variance analysis between budgeted and actual results, explaining the financial impacts of different programmatic and operational activities.
- Perform monthly, quarterly, and annual variance analysis to assess the drivers behind financial results, including revenue, expenses, margins, and profitability.
- Ensure the preparation of accurate and timely financial statements, including income statements/Statement of Activities, balance sheets, cash flow statements, and other reports in conjunction with the Controller.
- Ensure adherence to internal financial reporting standards and compliance requirements in conjunction with the Controller.
- Provide actionable insights into financial data, such as revenue recognition, expense trends, and funding sources (e.g., grants, donations, earned income).

- Assess financial health through a variety of metrics, making recommendations for improving liquidity, operational efficiency, and financial sustainability.
- Prepare and present regular financial reports to senior management, summarizing key financial performance indicators (KPI's), trends, and business drivers to ensure that financial objectives are being met.

Business Partnering

- Build strong relationships with cross-functional teams to ensure alignment on financial goals and objectives.
- Provide financial support and guidance to department heads, helping them understand financial performance and the impact of operational decisions on the bottom line.
- Assist in evaluating the financial impact of new initiatives, capital expenditures, and business ventures, ensuring decisions are aligned with long-term strategic objectives.

Financial Systems & Process Improvement

- Identify, document and implement process improvements to streamline the FP&A function and enhance efficiency including budgeting, forecasting, and financial reporting systems, ensuring they are efficient, accurate, and scalable.
- Work with Controller and Accounting Department on design and implementation of appropriate systems of internal controls and financial integrity.
- Continuously improve financial reporting and planning processes by identifying opportunities for automation, streamlining workflows, analysis and reporting to ensure accuracy by leveraging technology.
- Support the development and integration of financial systems (e.g., ERP, BI tools) that enable better financial visibility, reporting and analytics by collaborating with IT and other departments.
- Lead special projects and adapt to evolving business needs.

Strategic Financial Insights

- Support leadership in long-term financial strategy, mergers and acquisitions (M&A), and capital planning.
- Conduct scenario analysis and sensitivity testing to assess the financial impact of strategic decisions, market conditions, and potential risks.
- Participate in business case development for key initiatives and investments, providing clear financial data and projections.

Grant & Fund Management

- Collaborate with the Grants Management team to track and report on grant-funded program expenses, ensuring compliance with donor restrictions and reporting requirements.
- Help design and implement systems for monitoring restricted and unrestricted funds, ensuring proper allocation, reporting, and use of funds in line with grant agreements.
- Work closely with fundraising and development teams to provide financial analysis for donor proposals, ensuring accurate budgeting and the alignment of financial targets with Agency goals.

Stakeholder Engagement & Collaboration

- Serve as a trusted financial advisor to senior leadership, including the CFO and CEO providing financial guidance and strategic recommendations.
- Collaborate with department heads and program managers to ensure financial objectives are aligned with operational and programmatic goals.
- Lead the development of key performance indicators (KPIs) and other metrics to track the success of programs and initiatives.
- Educate non-financial stakeholders across the organization on financial concepts, fostering a culture of financial literacy and accountability.

Compliance & Governance

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- Ensure adherence to financial reporting standards, tax regulations, and grant requirements as defined by regulatory bodies (e.g., FASB, IRS, GAAP) in conjunction with the Controller.
- Maintain a strong internal control environment to mitigate financial risks and prevent fraud.
- Ensure compliance with financial policies, procedures, and regulations, maintaining high standards of financial integrity.
- Assist with audit preparation and the review of financial statements, ensuring all reports are accurate and timely.

Job Specifications

Minimum Required

Education & Experience:

- Bachelor's degree in Finance, Accounting, Business Administration, or related field.
- Minimum of 7+ years of experience in financial planning and analysis, with at least 4 years in a managerial role.
- Experience working with Boards of Directors and providing financial presentations at the executive level.
- Working knowledge of Generally Accepted Accounting Principles and OMB Circulars.
- Working knowledge of government funding and grant report requirements.

Technical Skills:

- Prior experience with financial planning software (e.g., Adaptive Insights, Anaplan, Hyperion) and ERP systems (e.g., SAP, Oracle, NetSuite).
- Strong knowledge of financial reporting, including income statements, balance sheets, cash flow statements, and KPI analysis.
- Proven ability to create and produce dashboards and financial packages for the CFO and leadership by using existing ERP system in collaboration with accounting.
- Expertise in creating and managing complex financial modeling, budgeting, and forecasting tools and processes across multiple programs and funding sources including the plan, timelines and training with agency stakeholders
- Advanced proficiency in Microsoft Excel (pivot tables, financial modeling, data analysis) and financial software (e.g., Adaptive Insights, Blackbaud, NetSuite, Workday or similar platforms).
- Experience with Business Intelligence (BI) tools like Tableau, Power BI, or similar for reporting and data visualization.
- Deep understanding of GAAP and working knowledge of revenue recognition.

Leadership & Soft Skills:

- Strong leadership with experience managing and coaching teams and fostering a collaborative, results-oriented environment.
- Excellent communication skills, with the ability to present complex financial concepts in a clear, concise manner to non-financial stakeholders.
- Ability to think strategically while maintaining a focus on operational execution and long-term financial sustainability.
- Strong analytical and problem-solving skills, with the ability to identify financial trends, assess risks, and recommend solutions.
- Demonstrated ability to build relationships and collaborate with both internal teams/leadership and external stakeholders, such as funders and auditors.
- High attention to detail and accuracy, with a focus on driving business performance.
- Proven problem-solving skills and ability to think critically under pressure with a focus on process improvement and innovation.
- Highly organized and time-management skills, self-driven and adaptable to change while managing competing priorities. Must be highly motivated, able to exercise discretion and good judgment, work independently, take

initiative, and participate as an effective supervisor/manager and team member. Follow tasks through to completion.

- Adheres to confidentiality, including HIPAA and PHI, in accordance with Agency policy and legal requirements.
- Adheres technological security in accordance with Agency policy and legal requirements.

Preferred: All minimum requirements above met, plus:

- **Education & Experience**
 - Education: C.P.A. or M.B.A.
 - Experience in a large, multi-functional organization (preferably in a corporate environment) is highly preferred. Big 4 experience is a plus.
- **Technical Requirements**
 - Familiarity with non-profit accounting principles (FASB standards) and financial reporting requirements.
 - Proven experience working within the non-profit sector, with an in-depth understanding of grants, donations, restricted/unrestricted funding, and financial management in non-profit organizations.
 - Working knowledge of Fund Accounting a plus.
 - Hands on experience with Workday Financials (FDM) and Adaptive Insights.
 - Experience with large-scale grant programs or government funding.
 - Knowledge of California state and federal tax laws, as well as industry-specific regulatory frameworks for non-profits.
- **Professional/Technical Certifications:** n/a
- **Bilingual Required:** n/a
- **Travel:** n/a
- **Work Schedule:** Full time, typically M-F, regular business hours
- **Work environment:** Hybrid (in office 2-3 times a week minimum)
- **Background & Health Clearance Requirements:** 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.

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 with 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 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.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
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.	☒	☐	☐	☐	☐
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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