



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

## The Controller job at a glance

### General Summary

Under the direction of the VP & CFO, the Controller will be an integral member of the Accounting & Finance team that supervises the Agency's day-to-day financial activities. The Controller oversees all matters pertaining to actuals, general ledger, AP, AR, Purchasing, Audit & grant/award compliance and special projects, as assigned. Specifically, the Controller will oversee the Accounting, Grants Management and Reporting/Consolidation teams facilitating seamless coordination across different departments, including both program and administrative offices, to promote effective collaboration and information sharing. In addition, the controller will be expected to fill in for the CFO, in the absence of and directed by the CFO, and be able to translate strategy into action to meet organizational goals while leading and developing the team reporting under them.

### 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 **7% contribution** and may participate in the **match of 50% up to the 1<sup>st</sup> 7% of deferrals**
  - Eligible to participate in the 457(b) Deferred Compensation Plan
- **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

As a critical member of the leadership team, the Controller will manage processes, capturing, maintaining, and reporting accurate financial data. Working closely with the Accounting and Finance teams, the Controller will ensure that the monthly/quarterly financial statements are prepared in accordance with US GAAP and regulatory requirements, meeting established deadlines while comparing results to the prior year, monthly trends, and plans. Responsibilities include:

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## **General Ledger**

- Own all aspects of GL operations, US GAAP compliance and the standardized Chart of Accounts for the agency.
- Lead, mentor, review, and fill gaps of operational accounting workstreams (workpapers, journal entries, reconciliations, flux analysis) completed by accounting team.
- Responsible for creation, maintenance and accuracy of the Balance Sheet and Income Statement accountings including monthly reconciliations for action, process improvement, quality control and audit compliance.
- Month-End and Year-End Close: Oversee and ensure the smooth execution of monthly, quarterly, and year-end fiscal financial close and reporting processes.
- Inventory Management & Valuation: Working closely with the operations and supply chain teams to manage inventory costs, accounting for in-kind donations, and understanding the impact on financial statements.
- In a hands-on and proactive manner, guide & oversee A/P, A/R and Financial Reporting to improve efficiencies and lead timely period-closes.
- Oversee operational accounting activities for funder contracts (grant accounting) including compliance and reporting.
- Establish a strategy for cost tracking methodologies to ensure that costs are necessary and reasonable; and are treated consistently per all contract provisions, GAAP, OMB Uniform Guidance, and other applicable circulars and best practices.

## **Financial Reporting**

- Preparing and presenting consolidated financial statements, ensuring compliance with accounting standards and US GAAP.
- Provide accurate financial data to stakeholders as a comprehensive financial reporting package.
- Review and analysis of monthly, quarterly and annual financial results including variance comments.
- Manage intercompany entries and consolidation of financial data necessary for accurate business subsidiary/consolidated results.

## **Compliance Management & Audit**

- Coordinate and work with internal and external auditors for data submissions, timelines and outcomes.
- Ensure compliance with all applicable federal, state, and local funder contracts and guidelines, primarily pertaining to county, state and federal grants, awards and contracts.
- Stay current and knowledgeable on accounting standards (US GAAP, OMB, etc.), program area and agency contract FT&C (funding terms & conditions), and guidelines or regulations that relate to responsibilities.
- Partner with Internal and External Audit teams to ensure effective and timely completion of financial audits.
- Identify areas for improvement and integrate changes into the overall process improvement strategy.
- Obtain an understanding of internal controls over compliance requirements and related audit objectives, selected cost items, allowable and unallowable costs, and standard methodologies.
- Interpret applicable regulations and translate into operational policies as required.

## **Internal Controls & Process Improvement**

- Establishing and maintaining strong internal controls to prevent fraud, ensure compliance with financial regulations, and safeguard company assets.
- Develop internal controls to monitor all policies & procedures for Accounting and to guard against unallowable costs and ensure that all funding is appropriately spent per grant terms and deadlines.
- Continuously evaluating, developing, implementing, and maintaining robust internal control policies. and procedures across the Accounting organization and its upstream and downstream dependencies.
- Research technical accounting solutions as needed when business issues arise.

- Proactively identify and recommend strategies for optimizing system integration; critically analyzing current practices and suggesting improvements to enhance efficiency, streamline operations, reduce administrative burdens, and ensure compliance.

### **Strategic Partnership**

- Partner and collaborate with the Executive Team to drive strategic decisions on financial planning, with multiyear strategic plans.
- Partners cross-functionally with head of departments and planning teams.
- Provide the management team with value-added analyses and insights vital to the decision-making process that support long-term planning and growth initiatives.
- Collaborate with the CFO and the Executive team to develop and execute the Accounting organization's strategy, scaling operations as the company grows and evolves.
- Work alongside the Treasurer to produce timely and accurate cashflow models incorporating actuals and projections on a regular basis.
- Develop and implementation new processes and systems as needed to support scalability and new revenue streams that supports the organizations mission and goals.

### **Operational Excellence**

- Research new strategies, brainstorming viable solutions and communicating policy changes.
- Provide expertise on all applicable regulations, policies, and procedures in collaboration with Finance staff.
- Work with the Finance leaders & IT to develop and roll out training for new hires or new users of Workday.
- Oversee the Workday financial system, for Finance, Accounting & Purchasing, to ensure all modules are working effectively and efficiently.
- Analyze current operational processes and performances, recommending solutions for improvement.
- Develop, implement, and monitor day-to-day operational systems and processes to accomplish goals.
- Identify and evaluate financial risks and opportunities, providing recommendations to senior management.
- Be in-house expert on Workday Financials and train others to be
- Annual KPI for Workday Financial improvement (process, reporting, functional, etc.)

### **Leadership & Team Management**

- Mentor a team of accounting & finance professionals across various operating entities providing training and development opportunities to enhance the skills and capabilities across the finance organization including leading by example.
- Determine the team's annual goals and plan on how to improve daily operations, KPI's and plan on how to improve daily operations, productivity to reach agency goals.
- Select, train, supervise and conduct regular evaluations of direct reports.
- Foster a culture of continuous improvement, ensuring the finance team remains agile and responsive to business needs.
- Help hire, develop and retain skilled accounting staff.

## **Non-Essential Duties And Responsibilities**

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

- Participate in departmental, agency and professional meetings and workgroups, as assigned.
- Provide presentations and reports, as needed, on recommendations and various technology topics.
- Assist in preparing and maintaining written instructional material for users.
- Participates in and makes presentations to staff, executive team, committees, and agency Board of Directors, and other public agencies as needed.

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- Track and analyze trends in the work of the department, make recommendations for changes and new directions as needed.
- Periodic assistance with event planning.
- Attend conferences and training as required to maintain proficiency
- Other duties as assigned.

## Job Specifications

### Required

- **Education:** Bachelor's degree in accounting or equivalent work experience
- **Experience:**
  - 3+ years Controller-level experience, with proven success in supervising and developing staff.
  - 10 years of successful experience in leadership, overseeing large teams and leading financial programs.
  - Proven experience managing a general ledger of a company and running a month-end close process from start to finish including providing a financial package and presenting to the CFO.
- **Professional/Technical Certifications:** CPA active license required.
- **Additional Requirements:** In accordance with the Fair Credit Reporting Act (FCRA) and applicable state law, candidates for roles with fiscal responsibility will be asked to authorize a credit and bankruptcy check. This check helps evaluate financial responsibility in alignment with the job's duties, while ensuring compliance with anti-discrimination principles and consumer protections.
- **Technical Skills:**
  - Comprehensive knowledge of US GAAP accounting and financial reporting standards, with demonstrated ability to research and apply accounting principles
  - Proficiency in financial software and ERP systems including advanced knowledge of Excel, Word, PowerPoint and Workday financials.
  - Proficient in all other Microsoft Office applications (Outlook, Teams, etc.).
- **Behavioral:**
  - Strong organizational, oral, and written communication skills that are tailored to the audience in a professional manner.
  - Strong team leadership, financial acumen, analytical and project management skills, along with the ability to independently and simultaneously manage overlapping projects.
  - Results-oriented with confidence, enthusiasm, and a proactive mindset
  - Highly detail-oriented with a strong sense of accountability and follow-through
  - Demonstrates initiative, innovation, and the ability to adapt within a large organization
  - 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.
  - 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:** This position requires 5% of travel. Will consist of travel to and from agency locations for Manager and Leadership Meetings. 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.

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- **Work Schedule:** Full time, typically M-F, regular business hours and others as required.
- **Work environment:** This position is fully on site in an office 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)
  - **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.)

**Preferred**

All minimum requirements met above, plus:

- **Experience:** Preference for heavy experience in nonprofit and/or grant/fund accounting and OMB Circulars.
- **Technical Skills:** Preference for working knowledge of Adaptive Insights software.

**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> List the number of hours spent performing the activity.	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<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"/>

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<b>Physical Activity</b>					
<b>Activity</b> List the number of hours spent performing the activity.	<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>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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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.

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

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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).

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