



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 Supervisor, Grants Management job at a glance

General Summary

Under the direction of the Manager, Grants Management (GM), this position supervises and coordinates the work of a team of Grant Accountants (GA) in administering grants and contracts to ensure efficiency, effectiveness and compliance with funder requirements. This position serves as the primary contact and liaison for the program director, management staff, funders and grantors for the program area assigned. The GM Supervisor is responsible for interviewing, hiring, and training new team members as well as performing periodic performance evaluations and administering disciplinary actions as necessary.

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:

Essential Duties And Responsibilities

The GM Supervisor is responsible for all fiscal/financial aspects of the program area assigned. Program Area assigned may be any of the following: Head Start, Family Well Being, Resource & Referral, or All Other (consists of various other agency mission-supported stand-alone grant). Key responsibilities include the following:

- Supervise and direct the work of Grant Accountants assigned to the team and program area ("team"). Work includes the following: 45%

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- Lead team in developing financial reports and dashboards that meet the needs of and effectively convey financial results and information to the program director and managers.
 - Lead team in completing monthly projections that roll up into agency projections. Provide GM Manager and CFO with monthly summary of projection results and recommendations including a plan for over/under spending.
 - Lead and facilitate monthly meetings with program director and/or managers to review and discuss fiscal management of program area including a presentation on financial statements and projection results and recommendations.
 - Review, approve, and post Journal Entries/Vouchers and other adjusting entries necessary for grants under the program area. Perform periodic review of general ledger transactions as determined necessary for accuracy and reporting to funders. Provide instructions and guidance to team member on making corrections or adjustments in order to comply with accounting rules and funding terms and conditions.
 - Lead team in working with GM Manager, CFO, and/or FP&A staff with planning and completing annual agency budget. Ensure completeness and accuracy of program area funding in the agency's budget and explain differences subsequent to budget approval by board of directors.
 - Work with assigned GM staff and program management to prepare budgets for annual refunding applications for existing grant/contract.
 - Review and approve mid-year or mid-grant-term budget adjustment requests (BARs) to funders. Ensure approved changes are updated timely in Adaptive Insights and agency budget as appropriate.
 - Review and approve personnel cost allocation methodologies and support for allocation of costs between grants and contracts within program area and across all agency funding. Ensure methodology complies with agency's Cost Allocation Plan, funding terms and conditions, and OMB regulations. Review and approve proposed cost methodology and allocation changes proposed by team or program staff.
 - Review and approve monthly, quarterly, and annual reports to funders including invoices, financials statements, and other supporting documentation related to the reports requested.
 - Train, coach and mentor new staff assigned to the team to ensure continuity and consistency in grant management within the program area and team structure.
- Act as lead in overseeing and managing all fiscal aspects of the program area assigned. Work includes the following: 15%
 - Act as the primary point of contact for program director and managers in fielding questions or requests for information related to program area.
 - Review grant or contract with team and program management to ensure compliance with grant and contract funding terms and conditions, OMB regulations, and accounting standards. Stay current and knowledgeable on these and other rules and regulations applicable to management of grants or relate to responsibilities of team. Research and prepare technical accounting solutions as needed when business issues arise.

- Complete grant summary for new grants or significant changes to existing grants and communicate information to staff. Work with Finance and program staff where necessary to ensure systems (AI, MIP, Ultipro, etc.), policies, and procedures are set up or modified for effective and efficient tracking and reporting of new or existing grant.
 - Provide oversight and guidance for grant closeouts to ensure compliance with contract and funding terms and conditions. Work with accounting and program staff to prepare for grant closeouts under objective of fully earning contract revenue.
 - Assist GM Manager, program director or VP of Programs & COO with developing budgets for new grant submission where assigned.
 - Act as main fiscal liaison to funder by fielding questions, concerns and requests for information including coordinating on-site visit to review or audit records related to grant or contract.
- Work with GM Manager in hiring, onboarding and training of new staff; provide direction and oversight to each staff on the assigned team including regular feedback and annual performance evaluations including establishing individual and team goals, draft staff continued professional development and Performance Improvement Plans (PIPs). 10%
 - Assist GM Manager, FP&A and/or CFO in designing and implementing finance processes and procedures that improve efficiencies, workflow and work products of the Finance team(s) and division. 10%
 - Work with the FP&A team as assigned by CFO on exploring AI features or modules. Work includes implementing the use of AI to streamline processes or procedures within GM's workflow and to improve financial reports through use of dashboards to report financial results to program director and managers. Work also assisting with planning for the training of the team and program staff on new software features or uses. Monitor the team's progress with use of AI, seek the team's feedback and input, and provide suggestions for improvements. 10%
 - Assist GM Manager, FP&A and CFO with maintaining the agency's Cost Allocation Plan. Supervise and provide guidance and instructions to team in implementing cost allocation methodologies. Review and ensure cost allocation methodologies used to allocate costs to grants under program area assigned are acceptable to meet requirements of funder/grantor, OMB and state regulations. 5%
 - Complete ad hoc projects and perform research and analysis as assigned. 5%

Non-Essential Duties And Responsibilities

These duties include tasks that are required, but currently comprise of less than 5% of the daily workflow for this job:

- Gain general understanding of all agency program areas and funding to the degree that helps with managing the program area and team assigned effectively and cohesively.
- Work as a member of interdepartmental teams on projects to improve efficiencies in business processes. Attend, participate, and/or plan department, program, staff and other meetings as necessary.
- Monitor and maintain the chart of accounts to ensure consistency with organizational structure, as well as, meet the reporting needs of the program area to funders and other external parties.

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Job Specifications

- **Education:** Bachelor's degree in accounting or finance, or a Bachelor's degree in business with an emphasis in accounting or finance, required. C.P.A. or M.B.A a plus.
- **Experience:** 8+ years' work experience in accounting specifically with preparation of financial statements including 2 or more years in a Supervisory capacity, preferably in nonprofits. Solid knowledge of Generally Accepted Accounting Principles and OMB Circulars. Solid knowledge of government funding and grant report requirements. Previous audit and budgeting experience a plus.
- **Technology Skills:** Intermediate knowledge of Excel and Word; proficient in all other Microsoft Office applications (Outlook, etc.). Extensive experience with computerized accounting system including ability to assess new software or features of existing software for implementation. Working knowledge of Abila (previously SAGE or MIP) Fund Accounting a plus. Working knowledge of Adaptive Insights a plus.
- **Communication/Customer Service Skills:** Superior and effective written and verbal communication including interpersonal skills. Able to interface with others in an effective, open and tactful manner. Ability to establish and maintain effective, cooperative, and diplomatic working relationships with colleagues, supervisor, external contacts with funding sources, and the public.
- **General Skills:** Advanced analytical and problem solving skills. Attention to details essential. Ability to work under pressure on multiple projects with competing deadlines and to prioritize work effectively and apply a sense of urgency to projects. 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.

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	1-2	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"/>

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Physical Activity					
Activity List the number of hours spent performing the activity.	Hours Per Day				
	NA	1-2	3-4	5-6	7-8
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"/>
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: Raising objects from a lower to a higher location or moving objects horizontally from one location to another. Lifting a 50lb object 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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