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 job at a glance

General Summary

Under the supervision of the FP&A Supervisor, the Senior Financial Planning & Analysis (FP&A Analyst) leads the financial planning, analysis, forecasting, and reporting functions across the organization. This role contributes to ensuring the financial health of the organization, providing senior leadership with actionable insights, and enabling data-driven decision-making. The Senior FP&A Analyst works closely with across CCRC to refine financial processes, improve budget management, and track performance against financial goals.

This position requires advanced financial modeling and analytical skills, strong knowledge of non-profit financials, and effective customer service and communication skills to deliver complex financial data effectively to both financial and non-financial stakeholders.

This is a full-time, hybrid position.

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

ithin a team environment, this position will perform the following responsibilities:

Financial Systems, Process Improvement & Data Visualization (25%):

- Evaluate and refine existing financial systems and tools to improve data accuracy, reporting capabilities, and operational efficiency.

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- Implement best practices in financial planning, analysis, and reporting processes to streamline workflows and ensure accurate, timely financial data is available for decision-making.
- Manage the development and deployment of new financial reports, tools, or dashboards, ensuring they meet the needs of the organization alongside the Supervisor and Director.
- Lead process improvement initiatives by assessing existing financial workflows, identifying bottlenecks and control gaps, and designing and documenting streamlined processes.
- Lead change management for new processes, tools, and reporting standards, including stakeholder communication, training, and adoption tracking.
- Build, maintain, and refine dashboards and visualizations (ex. budget-to-actual and grant spending)

Advanced Financial Analysis & Reporting (20%):

- Conduct advanced financial analysis to identify key trends, risks, opportunities, and variances. Provide actionable recommendations to management to improve performance.
- Ensure accurate reporting of actuals against budgets, forecasts, and prior periods providing variance analysis and commentary.
- Create and maintain detailed financial models for financial performance analysis, including variance analysis, scenario planning, and long-term forecasts.
- Prepare and present comprehensive financial reports, including executive summaries, performance dashboards, and detailed analysis for senior management and board meetings, as required

Performance Monitoring, Key Metrics Development & Strategic Decision Support (20%):

- Proactively identify areas for financial improvement and collaborate with internal stakeholders to implement corrective actions.
- Partner with senior leadership and department heads to support data-driven decision-making, including financial impact analysis for new programs, cost-saving initiatives, and investments.
- Provide recommendations to improve operational efficiency, cost management, and resource allocation.

Leadership in Financial Planning & Budgeting (15%):

- Lead the preparation of the annual operating budget and multi-year financial forecasts, ensuring alignment with organizational goals and program objectives.
- Collaborate with department heads and senior leaders to develop detailed budget plans, incorporating assumptions and key drivers across all program areas.
- Oversee the consolidation of departmental budgets and reconcile discrepancies between departments and leadership to ensure consistency and accuracy in financial projections.
- Develop and maintain long-term financial models to evaluate the sustainability of programs and help identify future funding needs.

Grant and Fund Management Analysis (10%):

- Work closely with the Grants Management division to analyze financial performance and ensure adherence to funder restrictions, budgets, and reporting requirements.

- Track and analyze all grant expenditures and provide insights into cost-effective allocation of resources, ensuring compliance with funding agreements and reporting deadlines.
- Support grant renewal strategies through financial analysis of funding streams, historical performance, and future projections.

Cross-Functional Collaboration (10%):

- Lead, mentor, and collaborate with FP&A analysts and other finance team members, fostering a collaborative, environment focused on continuous improvement and professional development.
- Serve as a subject matter expert on all aspects of financial analysis, budgeting, and reporting for both the finance team and other departments.
- Build strong working relationships with internal clients, including program and department leaders, by understanding their financial needs and providing timely, clear analysis and support.
- Respond to ad-hoc requests from internal clients and train on using dashboards and financial reports.

Non-Essential Duties And Responsibilities

- Other duties as assigned.
- Work on ad-hoc projects and other duties as assigned by CFO or FP&A Supervisor.

Job Specifications

Minimum Required

- **Education**:
  - Bachelor's degree with a major in Accounting, Finance, Technology (such as Information Systems, Computer Science, or Data Analytics), or a related field.
- **Experience**:
  - 5+ years of experience in financial planning and analysis, with at least 2 years in a senior or leadership role, preferably in the non-profit sector.
  - Experience working with complex financial structures, including grants, donations, and multi-source funding in a non-profit environment.
  - Expertise in building and maintaining financial models, performing advanced variance analysis, and creating financial forecasts and budgets.
  - Strong experience in financial reporting, including preparing board-level presentations, executive summaries, and performance dashboards.
  - Familiarity with financial reporting tools and accounting software (e.g., NetSuite, Microsoft Dynamics, or similar ERP systems).
  - Strong knowledge of non-profit accounting standards, including GAAP for non-profits, fund accounting, and regulatory compliance.
- **Professional/Technical Certifications**: n/a
- **Technical Requirements**:
  - Strong computer skills including extensive experience with computerized accounting and planning systems and ability to quickly learn and understand new systems, advanced knowledge of Excel with ability to learn and write own Excel formulas, queries, working

knowledge of all other Microsoft Office applications and video conferencing software (Outlook, Zoom, Teams)

- **Bilingual Required**: n/a
- **Behavioral:**
  - Strong and effective written and verbal communication and interpersonal skills. Demonstrated ability to interface with others in an effective, open and tactful manner. Demonstrated ability to establish and maintain effective, cooperative, and diplomatic working relationships with colleagues and supervisor
  - Exceptional communication and presentation skills, including the ability to distill complex financial data into understandable terms for non-financial stakeholders.
  - Strong mathematical, analytical and problem-solving skills. Attention to details required.
  - Demonstrate ability to work effectively in a fast-paced, mission-driven environment.
  - Demonstrate a passion for supporting the non-profit sector and aligning financial strategies with social impact objectives
  - 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 technological security in accordance with Agency policy and legal requirements.
- **Travel**: n/a
- **Work Schedule**: Hybrid, Full time, typically M-F, regular business hours
- **Work environment:** Hybrid work environment with a combination of in office and remote work. Work performed primarily in a standard office setting with typical indoor conditions, including ambient temperature and normal noise levels.
- **Background & Health Clearance Requirements:** n/a
  - **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 above met, plus:

- **Education:** A Master's degree in Business Administration (MBA), Finance, or related field is highly preferred.
- **Professional certification:** CPA or CFA is desirable but not required.
- **Technical Requirements**
  - Working knowledge of Workday and Adaptive a plus.
  - Hands on use of Access.

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.	☐	☒	☐	☐	☐

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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**
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.	☐	☐	☐	☐	☒
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)

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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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