



## 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 Internal Audit Division! Go to our job board to apply: [job](#)

[board](#)

## The Audit Supervisor job at a glance

### General Summary

With minimal supervision, the Audit Supervisor oversees internal and external audit functions, ensuring compliance with contracts, laws, regulations, and organizational policies. Leading a team of Audit Analysts, the Audit Supervisor coordinates and monitors audit processes to promote efficiency and accountability. Utilizing data analysis tools and various evaluation methods, the Audit Supervisor assesses compliance effectiveness, identifies areas for improvement, and recommends data-driven process enhancements, reporting adjustments, or corrective action plans.

### Core Benefits!

- **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 environment, this position will perform the following responsibilities:

#### Internal Audits (30%)

- Leads the execution of internal audits, including reviews of Agency operations, information security, fiscal compliance, risk assessments, and data collection to ensure adherence to contracts and regulations.
- Analyzes data to identify compliance gaps and risk exposure.

Go to our job board to apply: [job board](#)

- Prepares technical, statistical, and narrative reports, as well as other audit-related documentation.
- Assess financial and operational data to identify trends, patterns, and areas of concern.
- Summarizes audit findings and proposes recommendations to assist the Internal Audit Director draft comprehensive audit reports.
- Assist the Director in coordinating and implementing corrective actions based on audit findings.
- Develops and refines policies and procedures to strengthen audit practices.

#### **External Audits (20%)**

- Leads the coordination and facilitation of external audits and the Agency's Program Self-Evaluation.
- Ensures deliverables align with client audit methodology and expectations.
- Maintains a professional and collaborative relationship with clients, addressing concerns and inquiries.
- Analyzes data to assess Agency compliance and recommends quality improvement strategies to meet standards and reduce risk exposure.
- Identifies opportunities to enhance operational practices, risk management and governance processes.
- Tracks management's response to external audit findings, ensuring timely follow-up and resolution.

#### **Direct Supervision & Leadership (50%)**

- Oversees the selection, training, assignment and performance evaluation of Audit Analysts.
- Reviews the work of Audit Analysts, providing constructive feedback to ensure accuracy, completeness and consistency.
- Conducts regular one-on-one meetings with Audit Analysts to assess performance and monitor KPIs.
- Provides leadership and support in escalated situations, referring matters to the Director as needed.

### **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.
- All other duties that may be required, as part of the essential functions of the job, as assigned.

### **Job Specifications**

#### **Minimum Required**

- **Education/Experience**
  - Bachelor's degree in accounting, finance, business, or related field and
  - 3 years of industry experience, including 1 year in a leadership role or
  - An equivalent combination of education and experience that supports successful performance in the role
  - Comprehensive experience and a knowledge of the County, State, and Federal policies, procedures, rules, and regulations.
  - Experience in data integration/analysis.
  - Strong understanding of applicable laws and regulations within the industry.
- **Technical Requirements:**
  - Proficient in audit software for tracking audits, managing issues and generating reports.
  - Intermediate proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
  - Ability to adopt and integrate new technologies into workflows.
- **Behavioral Requirements:**
  - Strong analytical skills to assess compliance risk and identify potential issues.
  - Ability to prepare comprehensive reports and presentations.

Go to our job board to apply: [job board](#)

- Excellent communication and interpersonal skills to interact with various stakeholders.
  - Ability to work independently with management guidance.
  - Communication Skills
    - Strong verbal and written communication skills, including:
      - Writing clear, well-structured reports and business correspondence.
      - Presenting information effectively and responding to questions.
      - Facilitating productive group discussions.
      - Expressing ideas clearly, both orally and in writing.
    - Ability to collaborate effectively with departments, agencies, and individuals.
  - Reasoning and Problem-Solving Skills
    - Proficiency in problem-solving, organization dynamics, and emotional intelligence.
    - Ability to analyze and interpret data, define problems, and develop solutions.
    - Strong decision-making and judgment skills in handling confidential information and complex projects.
    - Ability to navigate non-standardized situations and interpret various types of instruction (written, oral, diagram and schedule.)
  - Interpersonal Skills:
    - Ability to provide excellent customer service with a customer-focused approach.
    - Strong rapport-building to foster effective collaboration.
    - Work effectively and collaboratively with other departments, agencies, and individuals.
    - Ability to maintain cooperative and diplomatic working relationships with colleagues and supervisors.
    - Commitment to creating a professional and respectful work environment.
  - Demonstrate regular, reliable, and predictable attendance to carry out the essential functions.
  - 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; This position requires travel. 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:** Full time; non-traditional, irregular, and overtime hours may be required at times.
  - **Work environment:** This position is expected to be regularly remote. Employee's remote work locations are expected to comply with the remote work policy and be conducive to work. Occasional on-site work may be required.
  - **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)

### Preferred

All minimum requirements above met, plus:

- **Education:** A bachelor’s degree or higher is preferred, preferably in Business Administration, Finance, or any relevant field or combination of education and experience would enable the candidate to perform the functions of the position successfully.
- **Experience:** Over 2 years of supervisors or leadership experience.

## 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 checked="" type="checkbox"/>	<input 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"/>
<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 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"/>

Go to our job board to apply: [job board](#)

<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>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

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).

Go to our job board to apply: [job board](#)