



*Improving the Lives of Families through
Child Care Services, Research, and Advocacy since 1980*

Crystal Stairs is one of the largest private non-profit child development corporations in the State of California. We help families locate affordable and appropriate childcare through a variety of services, working with childcare providers, educators, advocates, and community members to positively impact the lives of over 25,000 children per year.

As an Employer-of-Choice, Crystal Stairs is proud of our cordial, collegial work culture. We are committed to creating a family-friendly environment and encouraging employees to achieve work-life balance.

You'll receive 2 weeks paid vacation to start, 3 weeks after 3 years, and 4 weeks annual vacation after 5 years. You'll also receive 3 personal days per year, 8 holidays, and a paid holiday break between Christmas and New Year's which serves as an extra, "mini vacation".

Our outstanding benefits include 100% employer-paid HMO health and dental plans, 80% employer-paid PPO health and dental plans, and vision and employee assistance plans. We offer employer-paid life insurance, and optional supplemental life/dependent life insurance, as well as flexible spending accounts for health care and dependent care expenses. We also offer a 403b plan for new employees, and a 401k (with employer match & profit sharing), with 100% vesting after just four years.

If you're ready for an enriching career, one with meaning and challenge, then Crystal Stairs is for you. Our mission— to Make Crystal Stairs the Premiere Child Care and Child Development Agency in California—is not an easy one. Yet, within it you will find significant achievement, satisfaction and reward. Ready to make a difference? Join us!

MANAGER- FINANCE

What We're Looking For:

Crystal Stairs is seeking a Finance Manager who will be responsible for coordinating and managing the general accounting functions of the agency. Under the direction of the CFO, the Manager will review and interpret fiscal-related rules, regulations, laws, contractual requirements, and other governing terms and conditions for the corporation. The Manager will provide financial data reporting, analysis, methodology, and financial business intelligence to help shape corporate direction and executive decision making for current and future corporate initiatives related to strategic planning and financial viability. In this key role, the Manager oversees financial data for internal and external clients, and facilitates cross-functional communication and interaction with subsidy program groups to create alignment and coherency. Other duties as assigned.

RESPONSIBILITIES – UNIT MANAGEMENT

1. Communicate and educate employees on CSI culture and lead by example.
2. Provide direction, leadership and coaching to staff members by conducting periodic staff meeting and frequent check-ins.
3. Provide opportunities for employees that develop their competencies. Provide career counseling and advice. Empower employees to develop themselves.
4. Provide feedback on performance, take prompt corrective action when necessary and conduct Performance Evaluation Process in timely manner.
5. Track and monitor attendance of employees including timely submission of timecard reports.
6. Select, hire well-qualified, talented staff that reflects labor market diversity.

7. Allocate and request resources that match production needs and adjust as necessary to support unit's budget and CSI goals/mission.
8. Build strong teams that are technically competent and characterized by a high level of coordination and trust.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:

- Seven or more years accounting experience. Five or more years of management and supervisory experience. Minimum of three years recent experience in a non-profit agency.
- B.A. or B.S. degree in Accounting or Finance. CPA or Masters Degree in Accounting or Finance.
- Must have thorough knowledge of strong accounting practices and procedures for non-profit organizations combined with understanding of governmental regulations and reporting requirements, particularly OMB A-110, A-122, and A-133.
- Experience with accounting software programs and Microsoft Office is required. Knowledge of Fundware, a plus.
- Familiarity with relational database structures, and use of complex accounting data in a business environment.
- Detailed oriented with the ability to detect errors, investigate problems, and seek appropriate clarification and resolution.
- Excellent analytical ability and process development skills.
- Must have strong multi-tasking and organizational skills.
- Excellent oral and written communication skills.
- Requires excellent customer relations skills and be able to communicate effectively with all levels of management and technical professionals.
- Ability to manage multiple complex projects.
- Ability to understand and create quantitative reports, relate them to business processes and conceptualize strategies for improvement.
- Able to balance competing needs of user groups.
- Work well under pressure and multi-task priorities to meet tight deadlines.

Please include your salary history; only resumes with salary history will be reviewed.

Crystal Stairs is committed to building and sustaining a diverse workforce and culture. As part of this commitment, Crystal Stairs provides equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, medical condition as defined by state law, ancestry, religion, sex, national origin, age, marital status, sexual orientation, gender, ethnic group identification, mental or physical disability, pregnancy, childbirth and related medical conditions, or any other legally protected status.