

POSITION ANNOUNCEMENT

DEPUTY CHIEF FINANCIAL OFFICER



WHAT WE DO

For 50 years, Child Development Associates, Inc. (CDA) has provided families with the resources necessary to reach self-sufficiency and succeed in life. Founded by Charlene Tressler in 1974, CDA has evolved from a small, one-classroom child development center in Otay Mesa serving 24 children, to what is now a multi-service nonprofit organization with 270 employees serving 22,000 children across 26 different counties. CDA is now the fourth largest Alternative Payment Program in the State of California and the largest sponsor of the Federal USDA Child Care Food Program in the state. CDA's key programs include:

- **Alternative Payment Program** – Providing affordable and reliable child care. CDA's parental choice program provides funding for San Diego County families who need it most. **Impact:** 6,413 families enrolled, 11,602 children supported, and 2,837 child care providers supported.
- **Nutrition Program** – A healthy start for life! CDA provides nutrition education and reimbursement to child care providers across six Southern California counties, enabling them to provide healthy meals for the children in their care. **Impact:** 4.9 million nutritious meals and snacks were provided, and 13,915 children were supported.
- **Supplemental Rate Payment (SRP) Program** – In October 2023, CDA was contracted by the California Department of Social Services to issue the one-time transitional subsidy payments and Stage One and Bridge Program monthly cost of care plus rate payments to eligible child care providers in 26 counties throughout California.

LEADERSHIP & CULTURE

CDA is led by a highly experienced executive team, dedicated to fostering a culture of inclusivity, transparency, and growth, both personally and professionally. Our focus is to create an environment where team members feel supported to do their very best work. This newly created position reports to our CFO, Jorge Hernandez, a 40-year veteran at CDA. As a member of our Accounting & Finance Department, the Deputy CFO will join a large team of 51 professionals working collaboratively to ensure proper handling and oversight of CDA's \$218 million annual operating budget. A quote from a current staff member beautifully captures the essence of our work environment, *"I enjoy working at CDA because I am able to create long-lasting friendships with my fellow colleagues...CDA offers room for growth, and that is what truly makes working here a blessing because they allow us to find our true passions and express ourselves while making positive change."*

COMPENSATION & BENEFITS

- Salary – \$130,000 - \$170,000 DOE/Neg.
- Medical, dental, vision, life, and long-term disability insurance
- Employer Contributions to Retirement Plan (Profit Sharing Plan)/401(k)
- PTO: 10 paid days off initially, increasing up to 24, once eligible. 12.5 paid sick days. 12 paid holidays.
- Health care and dependent care spending accounts
- Education/tuition/lifestyle spending account
- Employee Assistance Program

LOCATION

This position is based at CDA's Chula Vista Eastlake office. Hybrid: remote work options are available after training is completed.

POSITION SUMMARY

The new Deputy CFO will play a critical role within the organization, ensuring financial health, long-term stability, and strategic growth. As part of the finance leadership team, the Deputy CFO oversees the fiscal and financial operations of CDA, supporting the management of CDA's \$218 million annual operating budget, including oversight and financial management of our new \$47 million Supplemental Rate Payment Program. Serving as a key sounding board and thought partner to our executive leadership team, the Deputy CFO will work across every area of the organization, including organizational planning, program development, and assessment activities. They will partner closely with the CFO to co-lead a dynamic team, including supervising two direct reports (Accounting Manager and Senior AP Fiscal Manager).

Priority areas for the first 12 months include:

- Become ingrained in the organization, building relationships with the team and becoming familiar with CDA's history, programs, partners, and contracts.
- Analyze CDA's current organizational structure, with a focus on finance and accounting systems, including technology, policies, and procedures; recommend opportunities for streamlining and modernization; support systems implementation.
- Conduct a full risk assessment and develop a risk mitigation plan.
- Provide financial oversight of Supplemental Rate Payment Program financial operations.

Anticipated focus allocation for this position:

- Audit and compliance (45%)
- Supplemental Rate Program oversight (30%)
- Risk assessment and mitigation (15%)
- Systems implementation and data analytics (10%)

DUTIES & RESPONSIBILITIES

- Partner with the CFO to ensure compliance with financial requirements and procedures; develop and execute strategic plans and goals that support CDA's mission and values.
- Manage various financial functions including fund accounting, cashflow management, fund analysis, budgeting, audits, and grant management.

- Maintain appropriate accounting and cost policies and procedures to comply with GAAP and all applicable federal, state, and local regulations for financial reporting.
- Coordinate and oversee annual audits and financial reviews and work closely with external auditors.
- Assess and forecast financial technology needs. Work closely with the IT department to ensure successful implementation of new policies and technologies within the Accounting Department.
- Review accounting policies and Fiscal Compliance Unit Procedures regularly to ensure documents are updated as state laws, regulations, and CDSS Funding Terms & Conditions change.
- Maintain financial systems and technologies that enhance efficiency and accuracy.
- Continuously lead risk identification, analysis, and mitigation efforts, including fraud and cybersecurity.
- Evaluate state legislature and budget proposals to determine financial implications for CDA.
- Collaborate with other departments to align financial resources for efficiency, effectiveness, and understanding of financial goals and decision-making.
- Coordinate the team's workload and priorities; conduct regular staff check-ins, facilitate communication, promote transparency, and ensure staff are well-informed.
- Foster a culture of collaboration accountability, and continuous improvement.
- Maintain awareness of industry best practices and trends regarding non-profit financial management.
- Manage relationships with external partners, including banks, auditors, and other financial service providers.
- Represent CDA at community meetings, programs, and events.
- Engage in learning opportunities such as workshops, conferences, staff meetings, and trainings.

BACKGROUND PROFILE

- Committed to CDA's mission to encourage and support the success and well-being of children, families, and the child care community.
- Strategic and hands-on approach to finance, accounting, and operations; adept at analysis, business planning, budget development, and forecasting.
- Certified Public Accountant (CPA) or Certified Management Accountant (CMA) preferred.
- Successful leadership and management experience in nonprofit finance and business operations and proficiency with accounting software. Experience with Sapphire - SAP Business ByDesign desirable.
- Demonstrated experience with audit, contract/grants management, legal compliance, and regulatory oversight.
- Excellent communication skills, both written and oral, with the ability to effectively communicate complex financial concepts and technical data to stakeholders.
- Strong leadership skills with the ability to mentor and motivate staff to achieve goals.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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