



Careers

Principal Accountant

Non-Exempt | \$65.86 | Benefits

About CDA:

Child Development Associates, Inc. (CDA) provides families with the resources necessary to achieve self-sufficiency and thrive. Founded by Charlene Tressler in 1974, CDA has evolved from a one-classroom child development center serving 24 children, to a multi-service nonprofit organization serving children across 26 counties. Today, CDA stands as the fourth largest Alternative Payment Program provider in California and the largest sponsor of the Federal USDA Child Care Food Program in the state.

Purpose of the Role:

As a Principal Accountant, you will oversee the preparation and accuracy of complex financial statements and reports, ensuring compliance with state regulations and policies. You will lead audits, develop and implement accounting policies, and manage various accounting projects.

Who We're Looking For:

We are looking for someone who:

- Demonstrates leadership skills with the ability to foster a culture of development and mission-focus.
- Has a strong ability to build and maintain positive work relationships and a healthy work environment.
- Is sensitive to the diverse socio-economic, cultural, and linguistic needs of the families CDA serves.
- Can provide encouragement and maintain an optimistic outlook.
- Remains calm and effectively manages challenging situations.
- Communicates clearly and effectively with peers, supervisors, and others within the agency.

Summary of Responsibilities:

Accounting

1. Resolve account discrepancies by investigating documentation and taking appropriate actions such as issuing stop-payments, adjustments, or payments.
2. Schedule, prepare, and execute disbursements to vendors and providers.
3. Maintain provider accounting ledgers, post transactions, and reconcile differences.
4. Conduct routine banking and financial activities to ensure operational liquidity.
5. Verify accounts through regular reconciliation of statements and transactions.



6. Prepare accurate and timely monthly financial, benefit, and program reports by collecting, analyzing, and summarizing account information.
7. Uphold financial security by adhering to internal accounting controls.
8. Maintain detailed financial records through systematic filing of accounting documents.
9. Utilize statistical data to prepare worksheets for budget estimates.
10. Continuously monitor and report collection status to ensure effective financial management.
11. Ensure accounting compliance and timely submission of tax forms.
12. Conduct in-depth financial analysis and modeling to evaluate business performance and identify opportunities for improvement.
13. Develop and monitor key financial metrics and performance indicators.

Policy & Procedure Development

1. Contribute to the development of CDA's Accounting policies and procedures through active participation in policy discussions, planning, coordination, and implementation.
2. Develop and maintain accounting documents, handbooks, and manuals.
3. Provide regular technical guidance and support to ensure understanding of CDA's Accounting department's quality standards, policies, procedures, and state regulations.
4. Review fiscal controls and audit procedures to suggest improvements.
5. Maintain the intranet current with relevant forms, documents, and other information.
6. Lead the implementation and optimization of accounting systems and software to enhance efficiency and accuracy.
7. Stay updated with the latest accounting technologies and best practices to drive innovation within the department.

Auditing

1. Lead agency-wide audits and annual state fiscal audits to ensure accuracy and compliance with regulations and CDA policies.
2. Analyze and report audit findings, making recommendations for operational improvements and cost reductions.
3. Create, maintain, and analyze comprehensive accounting, auditing, and statistical reports, including small contract dashboards to identify trends and discrepancies.
4. Read and interpret State and Federal regulations to ensure compliance during audits and accounting processes.
5. Audit receipts and revenue and allocate to proper accounts.
6. Manage financial leases, reconciling ASC 842 Audit schedule to ensure accuracy and compliance.
7. Identify financial risks and develop strategies to mitigate them.
8. Ensure robust internal controls are in place to safeguard CDA's assets.

Additional Duties and Responsibilities

1. Collaborate with senior management to develop long-term financial strategies and plans.
2. Act as a liaison with external auditors and government agencies on business and contract issues.



3. Provide insights and recommendations on financial planning and business operations to support strategic decisions.
4. Serve as a team mentor, responding to accounting questions and providing guidance to the team to resolve complex accounting issues.
5. Perform payroll processing functions as needed.
6. Assist supervisors or managers by completing special projects as needed.
7. Participate in on-site and off-site learning opportunities such as workshops, conferences, staff meetings, and trainings.

Minimum Qualifications:

- Bachelor's Degree in Accounting AND a minimum of five (5) to eight (8) years of professional accounting experience.
- Professional experience must include extensive auditing experience, administrative and analytical work involving financial, fiscal, and budget preparation, and diverse accounting and/or auditing division coordination and monitoring, ideally within a private or non-profit agency.
- Master's degree in Accounting or Certified Public Accountant (CPA) certificate is preferred.
- A CPA Certificate will be accepted as meeting the education requirement.

Knowledge, Skills, and Abilities:

Knowledge of:

- Accounting and auditing principles, standards, procedures, and terminology as applied to fund accounting, budget process, and general ledger.
- Standards of accounting and financial reporting for financial statements, expenses, and liabilities.
- Internal control systems and processes.
- Clerical accounting methods, forms, and techniques.
- Federal, State, and local grant provisions.
- Telephone, office, and online etiquette.
- Current technology and trends in the profession.
- Office equipment and software, including Adobe and Microsoft Office products (Word, Excel, PowerPoint, Outlook), with expertise in creating complex financial systems, particularly in Excel.

Skills and Abilities to:

- Read, understand, and follow written directives, interpret legal administration concepts related to accounting and auditing functions, and prepare comprehensive, clear, and concise accounting, auditing, and statistical reports and procedures.
- Establish and maintain effective working relationships with coworkers, vendors, and providers, communicate effectively with individuals from diverse backgrounds.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Coach, develop, and guide employees, remain calm in challenging situations, provide encouragement, and facilitate clear communication within the agency.



- Role model and promote CDA's vision, mission, and values, maintain confidentiality, and demonstrate tact, diplomacy, and discretion when working with staff and clients.

Position Requirements

- Education, training and/or experience that demonstrate possession of the knowledge, skills and abilities listed above.
- Skilled in the use of office equipment such as calculators, scanners, copy machines, and phone systems.
- Proficient in Microsoft Office and Adobe applications, with intermediate/advanced skills in Excel.
- Valid auto registration and insurance. Position may require occasional driving to and from locations to attend off-site meetings, training, and travel between CDA offices.

Work Schedule: Full-time, Monday—Friday, 40 hours per week, 8:30 AM to 5:00 PM. However, may require evening and weekend hours based on the needs of the program. **Office/Remote (hybrid) options available after training has been completed.**

Benefits:

- Medical | Dental | Vision
 - 80% paid by employer in first year (100% paid by employer after year one)
- Trainings and Staff Development
- Flexible Spending Account
- Lifestyle Spending Account
- Legal Service Plans Available
- Paid holidays, Sick Pay, and Vacation Time
 - Up to 5 days' vacation after 3 years, and up to 15 days after 10 years of employment
- Long-term disability
- Group and Voluntary Life insurance plan
- Annual Employer contribution plan and Employee 401(k) contribution