



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

4Cs Now Hiring: Controller - Administration

Full Time Position, Exempt

Starting Pay: \$135,000-\$155,000

Position is located in Santa Rosa

Office Hours: Monday-Friday 8:30 AM – 5 PM

Are you inspired by the mission of 4Cs?

Do you want to make a powerful difference in the community?

The Community Child Care Council is looking for a Controller - Administration to join the 4Cs team. Working under the direction of the CFO/Finance Director, the ideal candidate will be responsible for effective planning, oversight, and management of the accounting functions of the agency. The Controller - Administration ensures that adequate procedures, safeguards, and internal controls are maintained and properly documented. Responsibilities for this position include overseeing all day-to-day accounting tasks in accordance with GAAP and government funding requirements; ensuring the accuracy of the general ledger; producing financial statements and reports; and managing financial audits. Additionally, the Controller - Administration supervises and leads 4Cs accounting positions. The Controller - Administration serves as a member of 4Cs mission-driven Senior Leadership Team and works in collaboration with the CFO/Finance Director and the Controller - Child Care Contracts to connect 4Cs financial activities to the goals and strategic plan of the agency. This position will be asked to present and interpret financial reports to management and the Finance Committee and may assume responsibility for the financial functions of the agency in the absence of the CFO.

PRIMARY DUTIES & RESPONSIBILITIES:

- Perform and oversee accounting work in accordance with internal control standards, government (GAAP) accounting, funding agencies' accounting regulations, and best practices.
- Regularly review, analyze, and update 4Cs Finance Department internal control processes to ensure the proper safeguarding of 4Cs assets and government funds, and to make certain the adequate separation of duties.
- Develop, update, and maintain 4Cs Finance Department accounting policies and procedures to ensure that essential, time-sensitive duties can be performed by alternate members of the Finance Team.



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- Monitor 4Cs cash balances to ensure adequate coverage and manage and troubleshoot banking issues as needed.
- Manage all inputs into the general ledger including the review and approval of accounts payable, cash disbursements, cash receipts, journal entries, and payroll.
- Review and approve bank account reconciliations.
- Ensure the accuracy of the general ledger through review, analysis, research, and reconciliations.
- Record grants receivable and payable for assigned contracts/grants and review and approve revenue entries monthly.
- Plan for and execute the monthly, quarterly, and year-end close processes.
- Prepare financial statements for review and analysis by the CFO/Finance Director.
- Update the 4Cs financial data dashboard and disseminate financial data and reports to internal and external stakeholders.
- Collaborate with the CFO/Finance Director on financial presentations to management and the Finance Committee of the Board.
- Prepare the monthly Finance Department task calendar to meet key departmental, funder and agency deadlines.
- Ensure approved agency budget matches budget data in MIP.
- Coordinate and organize financial records and manage the annual independent audit, state monitoring reviews, workers' compensation audit and other necessary audits and reviews.
- Prepare and manage audit task lists and audit schedules.
- Prepare the annual tax organizer, review the annual tax return(s) for accuracy, and present tax returns to 4Cs Finance Committee.
- Update and maintain the agency's inventory records and complete the welfare exemption and property statement filings on an annual basis.
- Prepare annual 1099/1096 forms.
- Prepare and submit U.S. Census Report of Organizations and Economic Census.
- Manage finance@sonoma4cs.org email.
- Add, update, and maintain fund (contract) codes in accounting (MIP) and payroll (IBS) software.



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- Update and maintain distribution codes in accounting (MIP) software.
- In collaboration with CFO/Finance Director, research and implement Finance Department general accounting special projects, improvements and efficiencies including technology systems.
- Assist the Finance Department with all matters relating to the financial operations of the agency.

General Duties:

- Develop and maintain excellent working relationships with internal and external stakeholders.
- Provide excellent customer service, including but not limited to, having a friendly and approachable tone of voice and body language, returning phone calls/emails within twenty-four hours of receipt of the call/email and maintaining positive interactions with others.
- Serve as a member of the 4Cs Senior Leadership Team and Management Team.
- Serve on a minimum of one agency or department committee.
- Represent 4Cs at a community outreach events for a minimum of eight hours per year.
- Assist Supervisor and other team members with department duties.

SUPERVISORY RESPONSIBILITIES:

- Provide direct supervision to general accounting positions including payroll, accounts payable, and accounts receivable positions.
- In collaboration with the CFO/Finance Director, plan for Department meetings, retreats, and training sessions.
- Execute the tasks and/or provide back-up to general accounting positions as needs arise (e.g., staff vacation, sick leave, periods of heavy workloads).
- Provide training to accounting staff in the Finance Department.
- Maintain the Finance Department WFH, vacation and time off schedules.

SKILLS & QUALIFICATIONS:



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- Ability to work independently with minimal supervision while providing direct supervision to staff is required.
- Ability to analyze, interpret, and explain complex financial data.
- Excellent verbal and written communication skills and ability to work with persons from various social, cultural, economic, and educational backgrounds.
- Experience with fund accounting software (e.g., MIP or other fund accounting software).
- Demonstrated proficiency with Excel.
- Demonstrated proficiency with computer technology, Microsoft Office Programs, internet, data analysis and operating office equipment.
- Excellent judgement and maintenance of confidentiality.
- Ability to adhere to agency and Finance Department work from home agreements and availability to work on-site as much as needed.
- Ability to work occasional additional hours to meet work deadlines.

EDUCATION & EXPERIENCE:

- Bachelor's degree in accounting or a related field preferred.
- Five years' work experience in non-profit accounting/fund accounting required.
- Minimum 3 years in supervisory or management role required.

WORK ENVIRONMENT:

- Office Environment
- Work From Home (WFH) [Up to 40%]

PHYSICAL REQUIEMENTS:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

TRAVEL:

- Limited travel required to attend trainings, meetings, and/or department retreats.

BENEFITS & PERKS:

- Generous vacation and sick time - 17 days (3+ weeks) of vacation time and 15 days of sick time annually
- 14 Paid Holidays



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- Flexibility in work schedule
- 4Cs contributes \$750 per month towards your health benefits package.
- Comprehensive health benefit package, including Medical, HSA, Dental, Vision, Employee Assistance Program, Voluntary Life/AD&D, and Long-Term Disability.
- 403B Retirement Plan
- Professional Development support
- Employee Resource Groups, including Wellness, DEI, Celebration and Recognition
- This position may be eligible for a work from home opportunity after completing the introductory period, of up to 40% of an employee's weekly work schedule.

Internal candidates: Please submit current Resume and Internal application to: employment@sonoma4cs.org

External candidates: Please submit Cover Letter and Resumes to: employment@sonoma4cs.org

4Cs is a proud equal opportunity employer. We value and embrace diversity for the benefit of our employees, our consumers, our products, our community and the planet. We are committed to building an inclusive workplace for everyone. We do not discriminate on the basis of race, color, ancestry, age, religion, marital status, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law. All employment is decided on the basis of qualifications, merit, and business need.