



*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. That's why we offer your choice of flexible work schedules, **with a paid lunch break**: four 10-hour day workweeks, four 9-hour days, and one 4-hour day, or a five 8-hour day workweek.

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!

### **CHIEF FINANCIAL OFFICER - FISCAL**

#### **What We're Looking For:**

Crystal Stairs is seeking a dynamic and strategic Chief Financial Officer with thorough knowledge of financial and accounting practices and procedures for non profit organizations. Under the direction of the CEO, the CFO will function as a key member of the executive leadership team and directs and controls the activities of a broad functional area through several department managers. Successful candidates will provide vision, direction and management for all phases of the agency's accounting operations, internal financial reporting, cash flow management, budgeting, and forecasting. In this key role, you will coordinate with outside agencies for audits and tax preparation while maintaining strong relationships with commercial banking community and Board members. In this mission critical role, you will design and implement overall financial strategies and the develop growth targets and operating objectives for Crystal Stairs, including making recommendations to the CEO and the Board and implement high quality financial practices and investment decisions.

The CFO will also be responsible for ensuring the financial integrity and solvency of the agency; monitoring compliance with corporate governance regulations for all tax and financial activities; maintaining and documenting operating procedures that ensure compliance with all fiscal and statistical contractual requirements, both operational and reporting requirements.

Other key fiscal responsibilities include managing all agency financial functions including general accounting, internal reporting, planning, budgeting, forecast and analysis. Maintain and update standard operating procedures and fiscal manual that adhere to contract responsibilities. Build the architecture and provide the tools for senior management's preparation of the annual budget. Study long-range economic trends and project prospects for future growth in overall market share, and opportunities for expansion into new program areas. Work collaboratively with other Executive Team members utilizing excellent communication, listening, facilitation, and conflict resolution skills to achieve all Corporate Priority Objectives.

**EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:**

- Must have a Bachelor's and Master's degree in accounting, business, or related field, MBA or CPA. (Experience may be substituted for Master's degree).
- Seven or more years of Executive level accounting experience.
- Five or more years of Executive management and supervisory experience.
- Minimum of five years recent experience in a non-profit agency.
- Must have thorough knowledge of financial and accounting practices and procedures for non profit organizations combined with understanding of governmental regulations and reporting requirements, particularly Federal Circulars A-122, A-110 and A-133
- Understanding of related auditing and Information Technology functions.
- Direct experience with American Fundware or other computerized accounting and reporting systems.
- Must have excellent decision-making, judgment, integrity and ethics as this role has significant impact on the agency's image and status in the market place.
- Excellent leadership and human relations abilities with ability to plan, organize, coordinate, and direct projects.
- Excellent written and verbal communication skills and strong analytical and technical skills.

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.