



*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!

ACCOUNTANT- FISCAL

What We're Looking For:

Crystal Stairs is seeking an Accountant to perform key functions within the Fiscal Department under the direction of the Fiscal Manager. The qualified candidate will perform monthly analysis of balance sheet, revenue, and expenditure accounts and budget variances. The Accountant will also assist with preparation and maintenance of financial policies and internal controls, maintain budgetary accounting systems, including design and preparation of budgets. In this role, the Accountant will review general ledger schedules and bank reconciliations, prepare and maintain cost allocation plan for indirect and joint cost, perform contract accounting including preparation and analysis of grant funded financial reports, perform month-end and year-end closings and prepare financial statements. Will be assigned other duties as necessary to meet department and organizational needs.

EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES YOU SHOULD POSSESS:

- Bachelor's degree in accounting or related field from an accredited university
- Minimum of 3-5 years accounting experience
- 2 years experience working directly in a non-profit organization with government funded programs; experience working with multi-funded sources preferred
- Strong background in GL account and budget analysis; knowledge/experience maintaining general ledgers and preparing financial statements
- Exceptional working knowledge of accounting principles, including GAAP for non-profits, OMB circulars, and fund accounting systems
- Excellent technical, analytical, and organizational skills and requires the exercise of independent discretion and judgment in performing accounting functions

- Requires application of broad knowledge of non-profit and government funding principles
- Ability to meet deadlines and maintain confidentiality

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.