



Plaza de la Raza Child Development Services, Inc.
13300 Crossroads Parkway, North, #440, City of Industry, CA 91746
Tel. (562) 776-1301 / Fax (562) 776-8712
www.plazadelaraza.info

Employment Opportunity

Position Title: Assistant Director of Administration and Finance **Posted Date:** 7/16/18
Classification: Exempt Salary **Closing Date:** Until Filled
Salary Range: \$7,953.88 – \$9,224.06 Monthly

Plaza de la Raza Child Development Services is a non-profit agency that specializes in providing **Early Head Start** and **Head Start education** to children 0-4 years of age, living within the **Los Angeles county**. Our program was designed with the future of our children and families in mind. Our mission is to **empower** families to become self-sufficient by providing **educational opportunities, support services, and community resources**. We want to prepare all Head Start Students for a successful transition to Kindergarten through strong parental partnerships and the best employees.

Are you ready to make an impact in children's education, families, and in your community? If the answer is yes, then join our team!

Plaza is currently hiring for an **Assistant Director of Administration and Finance**. This position is vital to the success of the agency and functions as a Senior Operating Officer.

Position Summary

The AD of Administration and Finance, is responsible for monitoring the overall organizational compliance, assuring all services and functions are completed with quality and in a timely manner. Directly assists the Executive Director on all strategic and tactical matters as they relate to budget management, cost benefit analysis, forecasting needs and the securing of new funding. This position also coordinates, through subordinate supervisory personnel, a group of program departments and/or administrative units, utilizing knowledge of departmental functions and company policies, standards and practices. The incumbent assists with the oversight of the implementation of comprehensive Head Start/Early Head Start services, including administration, operations and other areas as appropriate.

Qualifications & Experience

Education: Baccalaureate degree in Business Administration, Finance or related field with strong background in accounting and financial management is required; Advance degree in Business Administration, Accounting, Finance or other related field or is highly or C.P.A. license is highly preferred.

EQUAL OPPORTUNITY EMPLOYER

In addition to fully meeting its obligations for nondiscrimination under federal and state law, Plaza de la Raza Child Development Services is committed to creating a community in which a diverse population can learn, live, and work in an atmosphere of tolerance, civility, and respect for the rights and sensibilities of each individual, without regard to economic status, ethnic background, veteran status, political views, or other personal characteristics or beliefs.



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Experience: Minimum of at least eight (8) years of progressive more responsible management experience; must have at least 5 years of experience in non-profit or government-funded programs, Head Start preferred. Must have experience management and advance coursework in accounting policies and procedures

Knowledge, Skills, and Abilities

Knowledge of: Knowledge of principles and practices of management of complex programs and operations. Must demonstrate comprehensive knowledge of the principles of financial projections and accounting services. Establishes finance operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality; designing systems; accumulating resources; resolving problems; implementing change. Must demonstrate knowledge of non-profit accounting principles in accordance with U.S. Generally Accepted Accounting Principles and appropriate Code of Federal Regulations sections.

Ability to: Develops Head Start/Early Head Start grant applications, budget development and monitoring. Participates on community advisory committees and maintain collaborative relationships with community programs providing services to low-income families to assure resources are available and accessible to Head Start/Early Head Start families. In the absence of the Executive Director, manages day to day operations in accordance with established policy and procedure. Assists with the planning and completion of the annual Community Assessment and Self-Assessment. Oversees updates to all organizational policies, procedures and forms to ensure consistency and that required documents are maintained and distributed effectively. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; works with members of the management team to plan and implement adjustments as necessary. Provides individual and group staff training as needed to ensure high-quality services are delivered to children and families in the program. Creates and maintains updated administrative policies and procedures. Prepares and submits requisitions for supplies and materials; maintain an inventory equipment forecast needs for supplies, materials, equipment, repairs and other expenditures. Prepares and maintains accurate records, including financial records, in-kind contribution, and all others as required, using accurate calculations. Works closely with members of the management team to plan, problem solve and implement continuous improvement plans as needed. Complies with LACOE policies and procedures, administrative regulations, State of California Health and Welfare Codes including Title 22, Head Start Performance Standards, and other applicable state and federal regulations.

Special Requirements

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Physical Demands: The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch; and talk or hear. The employee is occasionally required to sit and climb or balance. The employee may frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Health Examination

Prior to first day of employment, employees must submit an initial health screening, tuberculin (TB) skin test or chest x-ray clearance, immunization records for measles, pertussis (Whooping Cough) and influenza. *

Criminal Record Clearance

Before employment for all prospective Head Start/Early Head Start employees, individuals must complete fingerprint clearance from the Department of Justice (DOJ), Federal Bureau of Investigation (FBI), and Child Abuse Central Index (CACI). *

Other Special Requirements: Must have the use of an automobile with adequate insurance coverage and a valid California driver's license, or have available private transportation.

** Failure to meet medical standards and/or criminal record clearance may result in withdrawal of job appointment.*

Why work for Plaza de la Raza?

Plaza offers a challenging and rewarding career in Child Development. We offer a comprehensive benefits package to meet individual and family needs.

- **Health Care:** Medical, Dental, Vision, Long Term Disability Insurance, Life Insurance, and FSA.
- **Financial:** 401(k) Plan and Direct Deposit
- **Time Off:** Vacation, Holidays, Personal Days, Sick Days, Jury Duty, & Bereavement Leave.
- **Work/Life Solutions:** Life Assistant Program

Application Procedures

Applicants interested in the position must complete Plaza de la Raza employment application. Resumes are not accepted in lieu of application materials. Applicants may obtain an employment application from Human Resources department located at 13300

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Crossroads Parkway, N., #440, City of Industry, CA 91746, or may download the application from the Careers section at www.plazadelaraza.info.

Employment application packets must include all of the following documentation:

1. Cover letter
2. Employment Application
3. Resume

Complete application packets must be submitted to **Christine Oliva** via email at coliva@pdlr.org or by regular mail to:

Plaza de la Raza Child Development Services, Inc.
Human Resources Department
Attn.: Christine Oliva
13300 Crossroads Parkway, North, #440
City of Industry, CA 91746

***Only complete application packets will be considered for the screening and selection process.**

We will consider for employment all qualified Applicants, including those with Criminal Histories, in a manner consistent with the requirements of applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

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