

CHILD CARE ALLIANCE OF LOS ANGELES
Job Description – Non-Supervisor

Job Title: Coordinator, Fiscal

Reports To: Supervisor, Contracts

FLSA Classification: Non-exempt

Location: Hybrid – Home Office and Central Office (must reside within 50 miles from CCALA central office)

Pay Grade: 16

Pay Range: \$63,674-\$70,042

Date: January 2026

Summary

The Quality Start Los Angeles (QSLA) Fiscal Coordinator supports the financial, operational, and administrative functions of the QSLA Program at The Childcare Alliance of Los Angeles (CCALA). The role serves as a bridge between the QSLA department, CCALA Finance, participating R&R finance and program teams, and other external partners, helping ensure that both fiscal and day-to-day operational processes run smoothly, accurately, and in compliance with Los Angeles County, Department of Education (LACOE) guidelines.

The coordinator manages key fiscal workflows—such as budget tracking, subcontractor payments, invoice review, and documentation—while also playing a strategic role in aligning financial planning with program goals across multiple rounds and fiscal years. This includes monitoring spending trends, anticipating over- or underspending, supporting budget reallocations, and helping ensure resources are used effectively to meet deliverables. Further, the Coordinator will deliver department-level, and activity-specific reports, with the support of the Contracts Supervisor.

In addition, the coordinator provides limited administrative support for QSLA implementation, including preparing materials for meetings, maintaining organized filing systems, coordinating with vendors and consultants, assisting with procurement processes, support audits, and contributing to data collection and reporting efforts.

This is a hybrid fiscal, administrative, and strategic role requiring initiative, attention to detail, and strong coordination skills across teams and partners to support the financial and operational backbone of the QSLA department.

Essential Functions:

- **Fiscal Lifecycle Management:** Manage the full lifecycle of fiscal operations, including budget submissions, revisions, and the tracking of multi-round funding streams.
- **Budget Analysis:** Analyze budget-to-actual spending trends to identify under- or overspending, flagging discrepancies and proposing reallocation opportunities to leadership.
- **Subcontractor Oversight:** Serve as the primary fiscal point of contact for Resource & Referral (R&R) agencies, providing guidance on CCALA protocols and funder guidelines.
- **Invoice Auditing:** Review and verify subcontractor and vendor invoices, general ledgers, and budget narratives to ensure consistency and compliance with LACOE requirements.

- **Accounts Payable:** Execute end-to-end processing of accounts payable, including receiving, verifying, and posting invoices into the accounting system.
- **Accounts Receivable:** Oversee revenue tasks, including preparing deposit slips, verifying remittances against business accounts, and performing timely check deposits.
- **Expense Reconciliation:** Reconcile monthly corporate credit card statements and audit employee expense reimbursements for accuracy and adherence to company policy.
- **Financial Compliance:** Ensure all fiscal transactions, budget caps, and documentation meet strict CCALA and LACOE standards for allowable costs.
- **Audit Readiness:** Maintain organized internal filing systems and comprehensive expenditure records to ensure all fiscal documentation is complete and "audit-ready."
- **Budget Modifications:** Collaborate with directors to translate programmatic changes (staffing, outreach, events) into formal budget modifications and justifications for funder approval.
- **Reporting & Submissions:** Coordinate the submission of quarterly invoices and expenditure summaries, ensuring all data is supported by accurate backup documentation.
- **Vendor Relations:** Act as a liaison between departments and external vendors to resolve account discrepancies, payment inquiries, and administrative issues.
- **Process Improvement:** Partner with Finance Teams to develop and maintain Standard Operating Procedures (SOPs) for subcontractor payments and budget monitoring.
- **Strategic Planning:** Participate in cross-agency planning meetings to ensure fiscal decisions and budget allocations are integrated into program strategy.
- **Administrative Coordination:** Provide high-level operational support, including managing calendars, centralizing data for program deliverables, and coordinating incentive check tracking.

Competencies:

Job Knowledge/Quality & Productivity

- Demonstrates required job skills and an understanding of the duties, procedures, and responsibilities of the current position.
- Quality
 - Is thorough in completing work product with attention to detail and accuracy.
 - Meets quality standards, makes continuous measurable improvements.
 - Shares knowledge with coworkers.
- Productivity
 - Completes assignments accurately and in a timely and efficient manner.
 - Adjusts positively to occasional fluctuations in the workloads.
 - Routinely uses time efficiently.
 - Meet deadlines and deliver accurate work.

Accountability:

- Takes ownership and accountability for assignments and commitments, meeting assigned deadlines without additional prompting by supervisor or others.
- Updates supervisor on status, challenges, or delays
- Responds to change with a genuine desire to do what it takes to get the job done, regardless of the need to make adjustments.
- Adheres to all policies and procedures including the established work schedule.

Adaptability/Initiative:

- Adaptability

- Demonstrates ability to appropriately deal with difficult or unpleasant circumstances, or adjusting to changing conditions, to meet job requirements.
- Demonstrates resilience in approaching conflict, shifting priorities.
- De-escalates stress and pressure and leads teams appropriately.
- Has tolerance for ambiguity, can shift gears comfortably and handle uncertainty.
- Initiative
 - Identifies and addresses challenges or opportunities without being prompted.
 - Takes ownership of new projects and assignments.
 - Seeks new and /or additional on-the-job opportunities to expand personal knowledge and add value to the work group.
 - Actively seeks out resources and solutions independently.
 - Willing to assist others in times of need.

Decision Making/Problem Solving:

- Decision Making
 - Demonstrates good judgement, determines priorities, and makes decisions that support the agency's mission, values, and strategic initiatives.
 - Uses expertise and job knowledge to align perspectives with the bigger picture and agency standards when making decisions.
 - Astutely identifies and partners appropriately with relevant levels of authority to make exceptions to the rules or modify established policies and procedures when necessary.
 - Is willing to make decisions in difficult or ambiguous situations, when time is critical and when the decision may not be popular.
- Problem Solving
 - Actively anticipates and identifies potential concerns. Probes skillfully to get at the facts, asking questions and seeking information from appropriate sources.
 - Overcomes obstacles by independently identifying solutions.
 - Identifies the specific information needed to clarify a situation or to make a decision. Weighs the priority of things to be done.
 - Alerts appropriate team members of identified problems or concerns in a timely manner.

Collaboration/Communication:

- Collaboration
 - Demonstrates the ability to develop, maintain and strengthen partnerships and relationships with others inside or outside the organization who can provide information, assistance and support.
 - Contributes to team projects, exchanges ideas, opinions, and shows an interest in what others have to contribute.
 - Flexible and open-minded
 - Demonstrates awareness and respect of cultural and individual values and ideas.
- Communication
 - Expresses ideas clearly and effectively verbally and in writing, using concrete, specific language. Provides accurate, timely information (oral/written). Can clearly and concisely convey ideas in written information.
 - Demonstrates active listening, for the careful understanding and consideration of the ideas of others.

- Responds to others in a well-organized, courteous, and effective manner.
- Keeps supervisor informed about progress and problems; avoids surprises.
- Adapting communication methods for different audiences can get messages across that have the desired effect.
- Maintains confidentiality and appropriately shares relevant information with clients, supervisors, and other staff.
- Demonstrates effective phone skills.

Fostering Innovation/Creativity:

- Inspires others to develop and implement innovative ideas that impact the department or agency's mission and goals.
- Stays abreast of business, industry, and market information for innovative ideas and opportunities to enhance products and materials for client services.
- Demonstrates willingness to engage others in ideas sharing for potential partnering opportunities resulting in new advancements in the field.
- Personally develops new products or services, including new methodology or approaches.
- Able to cooperate and try new shared approaches to achieve goals.

Qualifications:

- Associate Degree is required, bachelor's preferred.
- Minimum of 3 years of relevant experience.
- Knowledge of Generally Accepted Accounting Principles (GAAP) for nonprofit organizations.
- Demonstrated ability to calculate figures and amounts.
- Ability to manage multiple tasks and meet required deadlines.
- Strong interpersonal and customer service skills, including the ability to work effectively with diverse client populations.
- Strong organizational skills; able to pay acute attention to detail.
- Demonstrates high ethical standards, discretion, and professional integrity when handling fiduciary documents.
- Excellent time management.
- Able to work independently and collaborate with team members.
- Effective written and verbal communication skills, computer skills, including experience with Windows, Excel, Microsoft Office suite, databases, word processing and spreadsheet software.
- Exhibit professionalism and confidentiality in handling sensitive information from early educators.
- Experience with QuickBooks, required
- Proficiency in Excel, preferred
- Desire to work collaboratively with others at all levels of the organization and work cooperatively with partner agencies.
- Understanding of the Los Angeles child care delivery system, stakeholders, agencies and child care provider population is desirable.
- Demonstrated experience in creating and managing budgets in collaboration with program and finance teams; able to analyze expenditures and recommend strategic reallocations as needed.
- Detail-oriented with a strong track record of accurate financial tracking and reporting across complex budgets with multiple funding streams, subgrantees, and deliverables.

- Ability to be flexible, innovative and to adapt to the changing needs of the program.
- Bilingual English/Spanish, preferred
- Valid CA driver's license and insurance coverage which meets CA standards.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must occasionally 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. While performing the duties of this job, the noise level in the work environment, if located in the office, is usually quiet to moderate.

Compliance with federal, state, and local guidelines and laws is required.

Physical & Travel Requirements:

- Ability to lift up to 25 pounds occasionally.
- Ability to sit, stand, walk, and use standard office equipment.
- Valid CA driver's license and insurance coverage which meets CA standards, if driving for work related activities
- Ability to travel at least 5% of the time to various locations across LA County (if health guidelines permit)

The Child Care Alliance of Los Angeles is an Equal Opportunity Employer.

The Child Care Alliance of Los Angeles is committed to building and sustaining a diverse workforce and culture. As part of this commitment, the Child Care Alliance of Los Angeles 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, national origin, age, marital status, sexual orientation, gender or gender identity/expression, ethnic group identification, mental or physical disability, pregnancy, childbirth, and related medical conditions, or any other legally protected status.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Duties, responsibilities, and activities may change at any time with or without notice. All hybrid work opportunities are at the discretion of the supervisor and executive director and may be changed at any time with or without notice.