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**Job Description**  
**Assistant Bookkeeper**  
**Day Care Council of New York**  
**Posted: August 2022**

Now in its 74<sup>th</sup> year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and for families seeking quality child care and education services. Founded in 1948 to fight for the survival of publicly funded child care centers when federal funds were eliminated at the end of World War II, today we continue to play several important roles in NYC's early childhood education system.

With a mission to seek support for and assist in the development of quality early childhood education and family and group family care services which are designed to promote the sound growth and development of children and their families, DCCNY is a recognized leader in NYC's advocacy community. We work with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, we pushed for the City's continued expansion of early childhood education including the launch of Universal Pre-K programs, salary parity for community-based early childhood educators, and the retention of several initiatives introduced through emergency orders in response to the COVID-19 pandemic in support of families' ability to access affordable quality childcare. We continue to push for public support of high-quality, affordable child care for low-income families in NYC, serve as a resource to both early center-based providers and their governing boards of directors, and family and group family child care providers. And we continue to play a key role in supporting the growth and development of NYC's early childhood workforce.

**Description**

The Assistant Bookkeeper has dual reporting lines. Supporting both the Day Care Council of New York's Department of Education-funded Family Child Care Network, as well as the organization's Finance Team, they report to both the Director of the Network and the Director of Finance. While the primary function is to maintain a complete set of records of all financial transactions of the Family Child Care Network, including receipt of payments from Network families, the Assistant Bookkeeper will also support the Director of Finance and will be trained in all bookkeeping functions so that they may stand in for the Financial Director when required.

The ideal candidate will be able to work independently as effectively as they function as a member of a team. They must be able to handle both simple and complex situations and

personalities, and multiple responsibilities simultaneously, mixing long-term projects with the urgency of immediate demands. They will have demonstrated leadership and customer service experience, and the demonstrated ability to deal with highly confidential information.

### **Job Responsibilities**

While the role will evolve over time, specific immediate responsibilities include:

- Manages fee collection
- Makes out deposit slips and deposits fees at least once weekly.
- Prepares children's attendance reports.
- Maintains petty cash fund, if assigned.
- Keeps daily staff attendance records, vacation, sick leave balances, etc.
- Acts as a receptionist for the Child Care Network and answers phone calls.
- Keeps lists: children's records, absence notices, late fee notices, etc.
- Does filing and related clerical work.
- Maintains permanent equipment inventory.
- Posts Bi-weekly (from payroll book) to individual employee records.
- Assists with budget preparation.
- Checks computation of bills.
- Performs other bookkeeping functions in the absence of the Financial Director.
- Performs other related duties as assigned.

### **Qualifications, Skills, Abilities and Characteristics**

- Must be computer literate and proficient in Microsoft Excel, Word and QuickBooks.
- Must be able to do simple business computations.
- At least a High School Diploma is required and the ability to communicate in Spanish is a plus.

**Employment Period:** Permanent full-time exempt position

**Hours per Week:** 35 hours per week

**Compensation:** \$45,000 annually

**Benefits:** Eligible for benefits package offered to full-time staff

While DCCNY is currently offering a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. This position is based in our Queens office and will require regular travel to our Manhattan office. At this time, all staff are required to submit proof of full vaccination against COVID-19 via NYS Excelsior Pass/Excelsior Pass Plus.

### **Application Instructions**

To apply, please submit a cover letter and resume to **employment@dccnyinc.org**. We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

*The Day Care Council of New York is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.*