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Job Description
Grants Accountant
Day Care Council of New York
Updated: April 2023

Now in its 75th year, the Day Care Council of New York (DCCNY) is a membership, advocacy, and service organization for NYC's early childhood education providers and families seeking quality childcare and education services. Founded in 1948 to fight for the survival of publicly funded childcare centers when federal funds were eliminated at the end of World War II, we still play several vital roles in NYC's early childhood education system.

With a mission to seek support for and assist in developing quality early childhood education and family and group family childcare services designed to promote the proper 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 childcare for low-income families in NYC. We serve as a resource for early childhood center-based providers, their governing boards of directors, and family and group family childcare providers. And we continue to play a critical role in supporting the growth and development of NYC's early childhood workforce.

Description

Working under the supervision of the Controller, the Grants Accountant provides fiscal support on contracts and grants and works with and supports program directors and other staff in developing, implementing, and providing ongoing financial oversight to ensure the appropriate use and accurate reporting of all financial transactions on grants and contracts. The Grants Accountant will interact with funders and DCCNY's executive and management staff.

Key Responsibilities

While the role will evolve, specific immediate responsibilities include:

- Be the primary fiscal contact for government, philanthropic, and corporate funders; understand specific grant requirements; ensure compliance with contract conditions and assurances; ensure reporting requirements are met.
- Set up budgets in accounting software and monitor budget activity for contracts and grants. Resolve accounting and reporting issues as necessary. Prepare monthly budget-versus-actual status reports for use by the Controller, program directors, and executive staff, and identify and communicate issues, concerns, and problems.
- Monitor sub-recipient budgets, reimbursement reports, fiscal compliance with established administrative and financial policies, procedures, and sound business practices, and adherence to deliverables and

timelines. Work with identified sub-recipient staff. Keep supervisor and program directors abreast of any financial issues with sub-recipients.

- Manage consultant agreements and sub-contracts, and ensure the stated terms and conditions are met and properly documented and communicated.
- Prepare invoices, expenses, and requests for payment related to various programs for approval and reconcile grant expenses to funder reports.
- Provide information to the Controller to assist in month-end close-out activities.
- Initiate, design, develop, and deliver training and technical assistance on contracts and grants fiscal management for DCCNY staff and sub-recipients.
- Keep DCCNY information confidential. Support program staff as necessary in delivering grant requirements.
- Maintain efficient electronic and paper filing systems for financial records.
- Serve as a cheerful, proactive voice for DCCNY.
- Perform other duties and responsibilities as requested with an appropriate sense of humor, positive and professional attitude, and team spirit.

As a small organization, DCCNY team members engage in multiple areas of the organization's operation. DCCNY welcomes proposals for new initiatives from its team members and encourages candidates with a strong interest in our mission to apply.

Qualifications, Skills, Abilities, and Characteristics

The items below represent the required knowledge, skills, abilities, and experience. This position requires effectively establishing and maintaining cooperative working relationships within a diverse, multicultural environment.

- Bachelor's degree in accounting, finance, business administration, or equivalent business experience, and knowledge of generally accepted accounting principles required.
- Knowledge of nonprofit accounting practices and grants management and reporting procedures.
- Familiarity with New York State and New York City government contracts and budgets
- Strong computer literacy; proficiency in Microsoft Office Suite and Google G-Suite. QuickBooks experience/proficiency is a plus.
- Strong management and organizational skills.
- Strategic thinking with the capacity to be adaptable, navigate ambiguity, and be solution-oriented.
- Excellent oral and written communication skills.
- Ability to engage with internal colleagues and external constituents using diplomacy, tact, and discretion.
- Act effectively and efficiently under pressure.
- Flexibility to function in a changing work environment with the ability to set priorities and multitask.
- Ability to work both independently and collaboratively.
- Deep commitment to our mission and nuanced understanding of systemic and structural racism and inequity
- Follow through with all projects and assignments, follow timelines, and meet scheduled deadlines.
- Be assertive and persuasive as necessary while maintaining positive and productive relationships.
- Manage light to moderate carrying and lifting of items.

Employment Period: Permanent full-time, exempt position

Hours per Week: 35 hours per week

Salary Range: \$60,000 - \$70,000 annually

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

DCCNY is committed to recruiting and retaining a diverse and talented team. Salary offers depend on qualifications, internal equity, and the funding supporting the role. DCCNY does not differentiate starting salaries based on years of experience and caps salaries at the stated range maximum to demonstrate our commitment to pay equity.

While DCCNY currently offers a hybrid work arrangement, some positions require up to five days in the office and regular in-person engagements with the public. While this position is based at the main office in Manhattan, visits to our Queens offices and program sites may be required.

DCCNY abides by NYS's requirements, which may change over time. DCCNY requires all staff to submit proof of complete vaccination against COVID-19 with an FDA- or WHO-authorized vaccine via NYS Excelsior Pass/Excelsior Pass Plus.

All offers of employment are contingent upon completing a background check, including verification of social security number, criminal record, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dcnyinc.org**. Please state the position in the subject line. 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.