

The Opportunity

The Day Care Council of New York (DCCNY) is seeking a **Controller** who will serve as a strategic partner to DCCNY's executive and senior leadership teams and manage the finance department, develop the finance staff, and handle day-to-day financial responsibilities. This role combines high-level financial leadership with hands-on accounting work, including organization, program, and service-level budget development, grants management, and audit preparation and oversight. The ideal candidate will be an experienced professional who enjoys collaboration, can self-manage and easily toggle between big-picture strategy and detail-oriented functional tasks. This full-time, New York City-based hybrid position will report to the Executive Director.

About DCCNY

Now in its 77th 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 early childhood education and care 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, 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. DCCNY collaborated with member agencies on labor relations, public policy, and training needs.

As a leading research and advocacy organization, DCCNY pushed for NYC'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 child care services. DCCNY continues to push for public support of high-quality, affordable childcare for low-income families in NYC. We serve as a resource to center-based providers and their governing boards of directors, and family and group family childcare providers. DCCNY plays a key role in supporting the growth and development of NYC's early childhood workforce.

Candidate Profile and Key Qualifications

The ideal candidate will exemplify the following competencies and characteristics:

- 5+ years of progressive financial management experience (at least 3 years in a supervisory role)
- Bachelor's degree in accounting, finance or related field; advanced degree preferred
- Extensive background in nonprofit accounting and grants management
- Deep commitment to the mission
- Strategic thinker who is data-driven, detail-oriented, and deadline-focused
- Strong knowledge of GAAP and nonprofit accounting principles
- Proficient with Google Suite, MS Office 365, QuickBooks, Salesforce, etc.
- Excellent communication skills (oral and written) and ability to engage with internal colleagues and external constituents
- Commitment to delivering top-notch customer service to internal and external stakeholders
- Ability to explain financial concepts to non-financial audiences
- Comfort presenting at and participating in Board and Committee meetings and to large membership bodies
- Flexibility to function in a changing work environment with the ability to multi-task and roll up their sleeves
- Ability to work both independently and collaboratively
- Experience with early childhood education or social services organizations a plus
- Familiarity with New York State and New York City government contracts and budgets, funding structures, and compliance requirements

Core Responsibilities

While the role will evolve and the following areas are not exhaustive, specific immediate responsibilities include:

Strategic Financial Leadership

- Partner with the Executive Director, executive team, Board Treasurer and Finance Committee to develop financial strategies that support DCCNY's mission and strategic goals
- Provide financial insights and analysis to inform organizational decision-making
- Refine, develop, and implement financial policies and procedures that ensure fiscal responsibility and compliance
- Assess and refine the internal control environment to ensure that organizational assets are safeguarded

Financial Management

- Oversee all financial operations, including tracking accounts payable, recording accounts receivable (cash receipts from all sources – contracts, dues, donations, parent fees, and others), payroll, and general ledger
- Manage the annual budget preparation process, including creating, aggregating, and calendarizing individual budgets by funding source and expense categories and loading budgets in QuickBooks
- Manage all financial reporting
- Lead the annual audit process and tax filing preparations and serve as primary liaison with audit firms
- Analyze budget usage and variances and provide financial information for internal use (e.g., budget vs. actual reports, financial statements, balance sheets, narrative reports) and external entities
- Monitor and analyze organizational revenue generation and spending, inclusive of cash flow projections
- Monitor banking and other financial relationships
- Reconcile investment accounts and monitor performance
- Prepare and invoice membership annual fees and monitor collection

Grants Accounting

- Serve as the primary fiscal contact for government, philanthropic, and corporate funders; understand specific grant requirements; ensure compliance with contract requirements and related financial reporting
- Prepare and submit budgets for all grant applications, monthly and quarterly invoices and vouchers, and financial reports for funders and government contracts
- Track expenditures and ensure compliance with contract/grant requirements and approved budgets
- Prepare financial reports for funders and government agencies
- Monitor sub-recipient budgets, compliance with and adherence to deliverables and timelines, work with identified sub-recipient staff, and keep the executive director, chief program officer, and program director abreast of any financial issues with sub-recipients
- Develop systems to maximize grant funding utilization
- Perform bank reconciliations of all cash accounts (as segregation of duties from a/p function)
- Provide documentation and responses for funders and auditors
- Maintain efficient electronic and paper filing systems for financial records

Team Leadership

- Supervise and develop finance department staff
- Foster a culture of accountability, efficiency, and excellence within the finance team
- Collaborate with other departments to streamline financial processes

Compensation and Benefits

The salary range for this position is \$95,000 - \$115,000 annually and is commensurate with demonstrated experience and abilities. DCCNY offers a comprehensive benefits package, including medical/dental/vision coverage, access to 401(k) and defined benefits plans, sick and vacation leave, paid holidays, life and disability insurance, and more. DCCNY is committed to the professional development and advancement of its staff.

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, weekly visits to our Queens sites may be required. All staff must comply with regulatory or mandated health ordinances.

DCCNY thrives on diversity and is an equal opportunity employer committed to inclusive hiring.

All offers of employment are contingent upon completing a background check, which includes verification of the applicant's social security number, criminal record, employment history, and educational history.

Application Instructions

To apply, please submit a cover letter and resume to **employment@dccnyinc.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.