Day Care Council of New York
Educated Children Are Our Future

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Job Description
Finance Department Project Intern
Created: July 2025

The Opportunity

The Day Care Council of New York (DCCNY) seeks a proactive, detail-oriented, and motivated Finance Department Project Intern for a short-term administrative project. The intern will work under the supervision of the Fiscal Consultant and Finance Associate to prepare financial reports for the fiscal year 2025 audit. This is a hands-on in-person experience in a nonprofit finance department. The intern will have exposure to nonprofit operations and mission-driven work.

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 for families seeking quality childcare 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, DCCNY continues 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 recognized as a leader in NYC's advocacy community. DCCNY works 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 childcare. DCCNY continues to push for public support of high-quality, affordable child care for NYC families with low incomes and serves as a resource to center-based providers and their governing boards of directors as well as to family and group child care providers. DCCNY plays a key role in supporting the growth and development of NYC's early childhood workforce.

Key Responsibilities

- Reconcile employee Flexible Spending Account expenses using Excel spreadsheets to ensure alignment with payroll-related withholdings.
- Assist with other Finance Department tasks as time permits (e.g., bank reconciliations, data entry, accounts payable, etc.)

Qualifications

- Currently pursuing a degree in accounting, finance, business, or a related field
- Strong analytical and organizational skills
- Proficiency with Excel and basic accounting principles
- Excellent attention to detail and accuracy
- Ability to maintain confidentiality with sensitive financial information
- Interest in nonprofit management and mission-based work
- Experience working in an office setting

Employment Period: Up to 200 hours
Hours per Week: 10 - 12 hours per week
Compensation: $25 per hour
Benefits: This position is only eligible for statutory benefits

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.