



## **JOB ANNOUNCEMENT**

Hamilton-Madison House's Early Childhood Services department is seeking Family Child Care Network Bookkeeper in our Early Childhood Program which serves children between the ages of 3-5 years.

Hamilton-Madison House and NYC Department of Education (DOE) view family childcare as a respected and valued profession within the early care and education system in New York City. We seek to support and enhance the existing strengths of family childcare as birth-4 programs that promote continuous and responsive relationships, strengthen early learning skills, build resilience and lay the foundation for all future learning. The primary role of the Bookkeeper is to work collaboratively with the agency's Fiscal Department to oversee the fiscal management and financial recordkeeping for the FNNC program. Fee collection Network educational services for families and affiliated providers.

### **Minimum Qualifications:**

- Bachelor's degree in accounting, finance or related field
- Previous bookkeeping experience preferred
- Experience in working with external agencies that support employee benefits
- Strong time management skills, ability to multitask and be a strong team player
- Appreciate the unique needs of all staff, providers and families

### **Responsibilities:**

- Maintains accurate records of financial transactions including fees collecting from families by establishing accounts; posting transactions; ensure all DOE financial requirements maintain compliance
- Work directly with the FCC Network Director to ensure accuracy in provider stipend payments
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures
- Works directly with the agency's finance department to ensure accounts are accurate by verifying and allocating transactions
- Balances internal accounts by reconciling entries
- Maintains historical records by filing documents in an organized manner
- Prepares financial reports by collecting, analyzing and summarizing account information and trends
- Complies with Department of Education and all other regulatory requirements by studying requirements; enforcing adherence to requirements filing reports; advising management to needed actions
- Maintain benefit records and be the liaison communicating to all companies that support benefits for all FCC Network staff
- Attend all required professional learning and information sessions as required by the Department of Education
- Contributes to team effort by accomplishing related results as needed

Compensation: Commensurate with qualifications and experience  
Hours: Monday to Friday, 35 hours per week

To Apply: Submit cover letter and resume to:  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

Posting Date: June 16, 2020      Application Deadline: Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**