



JOB DESCRIPTION

Position: Substitute Bookkeeper

Program/Department: BCS Early Childhood Programs, Duffield Children's Center

Reports to: Director of Duffield Children's Center

Work Location: 101 Fleet Place, Brooklyn, NY 11201

Hours: Part Time

Position Summary

Our Early Childhood program is designed to enhance the physical, social, emotional, cognitive, and language development of young children through high quality educational and social services for themselves and their families. Duffield Bookkeeper is responsible for supporting the Education Director in the overall operations of Duffield Children's Center and ensure program meets funders regulations and standards, ensure DOH compliance, and manage programmatic and center operations. The substitute bookkeeper provides administrative and reception coverage when needed.

Responsibilities:

- Manage the operations of Duffield Children's Center
 - Review and assist in the preparation of monthly statistical reports, ensure DOH and CACFP compliance, assist in the relicensing needs of the Preschool program
 - Support Director of Early Childhood programs in the enrollment process of children
 - Manage new student onboarding - parent orientation and school tours
 - Manage the reception and front desk
 - Assist with recruitment and participation of Parent Advisory Committee
- Fiscal: Fee collection, past due accounts, Deposits, Attendance, monthly fiscal reports
 - Manage database systems: WES, Sofcare, Smart Client
 - Manage invoices and program billing
- Other duties as assigned

Qualifications Required:

- Position requires GED or High School degree.
- Minimum two years in administration/bookkeeping.
- Proficiency in Excel.
- Criminal background check and fingerprinting required.

Qualifications Preferred:

- Bachelors' degree
- One year of supervision and management experience in a center based care setting or school

How to apply:

[Click here to apply to the Substitute Bookkeeper role](#)