

# UNION SETTLEMENT

## JOB ANNOUNCEMENT

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** FCCN Administrative Assistant  
**Department:** Early Childhood Education  
**Reports to:** Family Child Care Network (FCCN) Coordinator  
**Hours:** Full-Time  
**FLSA:** Non-Exempt

### Responsibilities:

- Collect parent fees and generate fee collection reports. Checks receipts and totals against actual cash collected. Report arrears on fees to FCCN Coordinator weekly.
- Receive and greet all staff, families and guests at the center, ensuring that all guests and consultants sign into appropriate logs.
- Answer and direct all incoming phone calls for the center; take and relay messages when appropriate.
- Collect time sheets and prepare for the approval by FCCN Coordinator. Submit timesheets to payroll after approval by FCCN Coordinator.
- Prepare all reports for the funding source.
- Maintain childcare center's files, attendance records, type reports, and memos.
- Submit fees and receipts to Finance Department weekly. Manage petty cash account.
- Additional duties as assigned by the FCCN Coordinator, the Assistant Director of Early Childhood Education, or the Director of Early Childhood Education.

### Qualifications:

- High School Diploma or HSE and two years bookkeeping experience; Associate's Degree or higher in accounting or successful completion of bookkeeping or accounting course preferred.
- Demonstrated experience in payroll, invoice, billing or other bookkeeping positions preferred.
- Ability to pass agency and funding source bookkeeping exams.
- Demonstrated computer proficiency, especially in Microsoft Word and Excel.
- Successful Department of Investigation and State Central Registry clearances required.
- A dedicated work ethic.
- Excellent organizational ability and interpersonal skills.
- Good computer skills and writing ability.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- A strong desire to help improve the lives of the residents in the East Harlem community.
- Bilingual (English/Spanish) a plus.

### To Apply:

Please Send Cover Letter, Resume, References and Salary Requirements to:  
[earlychildhoodcareers@unionsettlement.org](mailto:earlychildhoodcareers@unionsettlement.org)

Please indicate FCCN Administrative Assistant in subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**