

Finance Manager

Cullman Child Development Center

Cooperstown, NY 13326

Other

Full-time

Hybrid

\$50,000 - \$60,000 a year

Posted on August 4, 2026

Organization Statement

The Cullman Child Development Center is excited to open a new location at the Harrison House Childcare Center in Cooperstown in Fall 2026. With an established center in Sidney, this is a unique opportunity to help shape a high-quality early childhood education environment. The role offers strong support for ongoing professional development and educational growth. Interviews will be conducted throughout Summer and into Fall 2026.

Job Description

Cullman Child Development Center, with locations in Sidney & a new facility opening in Cooperstown at the Harrison House in Fall 2026. This position would manage the financial operations for both locations, and may work out of either or both locations, with some potential for hybrid work. Interviews will be conducted throughout the Summer and into the Fall 2026. The Finance Manager oversees the financial operations of the center, including budgeting, billing, payroll support, tuition management, and financial reporting. This role is essential to setting up sound financial systems and processes as the center launches.

Responsibilities

- Develop and manage the center's annual budget in coordination with the Director and Board of Directors
- Process tuition billing, payment collection, subsidy/voucher reimbursement, and family account management
- Oversee accounts payable/receivable, payroll coordination, and vendor relationships

- Maintain accurate financial records and prepare regular financial reports for ownership/leadership
- Support grant applications, subsidy program compliance (e.g., NYS child care subsidy, CCAP), and related reporting requirements
- Assist with the financial setup of a new facility, including initial budgeting, procurement, and startup cost tracking
- Ensure compliance with relevant tax, licensing fee, and insurance requirements
- Collaborate with the Director on enrollment and tuition rate planning

Qualifications

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred
- 2+ years of bookkeeping, accounting, or financial administration experience; experience in a child care, nonprofit, or small-business setting a plus
- Proficiency with accounting/billing software (e.g., QuickBooks) and Microsoft Excel
- Strong attention to detail, organizational skills, and ability to manage confidential financial information
- Experience with child care subsidy programs or healthcare-affiliated organizations is a bonus
- Background check and fingerprinting clearance required per NYS OCFS regulations, as this role may have contact with the facility
- **Minimum Education Level:** Associate's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Apply online here

<https://docs.google.com/forms/d/e/1FAIpQLScNS58ar3PUUpUIQaBTfVGR4sCjaLYtwljf8nZLXcJLPDgF8kQ/viewform>

Language Requirements

English, Other