

# CHILD CARE CONNECTION

## JOB OPPORTUNITIES

### Child Care Subsidy Fiscal Specialist

Hours: 35/week

Rate: low 30,000s

Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, is seeking a detail-oriented customer service individual with data entry and customer service experience to perform general accounts payable, technical assistance, and clerical duties. Successful applicant must have the ability to maintain customer confidentiality and interact effectively with coworkers.

#### Requirements:

- High school diploma or GED; associates degree preferred
- Minimum one year of customer service, data entry, and accounts payable experience (typing 40 wpm)
- Bilingual in Spanish a plus

#### Skills:

- Excellent oral and written communication skills
- Great attention to detail with an emphasis on maintaining deadlines and quality
- Ability to handle varied tasks and resolve problems timely and efficiently
- Knowledge and experience with Microsoft Office and database applications
- Ability to enter data with high degree of accuracy
- Strong organizational and follow-up skills
- Flexibility and time management

**Benefits:** Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long Term Disability Insurance, Pension

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638, fax: 609-989-8060, or email: [hr@ccc-nj.org](mailto:hr@ccc-nj.org)