

## CHILD CARE CONNECTION JOB OPPORTUNITY

### **Child Care Accounts Payable 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 strongly preferred
- Minimum two years of customer service, data entry (40 wpm), and accounts payable experience
- English; 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
- Intermediate knowledge and experience with Microsoft Office (Word, Excel, Access, Outlook) and database applications; Canva knowledge a plus
- 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; or fax: 609-989-8060.

Job Type: Full-time

Salary: \$16.50-\$17.50 per hour