

# CHILD CARE CONNECTION

## JOB OPPORTUNITIES

### Child Care Accounts Payable Specialist II

Hours: Full-Time (35 hours/week)

Salary range: Mid-30s

Status: Hourly

Child Care Connection, a non-profit, child care resource and referral agency, has an opening for 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 of two years customer service, data entry (40 wpm), and accounts payable experience
- Bilingual in Spanish a plus

#### Skills:

- Excellent oral and written communications skills
- Great attention to detail with an emphasis on maintaining deadlines and quality
- Ability to handle varied tasks and resolve problems efficiently & in a timely manner
- 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 skills

**Benefits:** Paid Time Off (PTO), Medical/Dental Insurance, Life Insurance, Long-Term Disability Insurance, and a 403(b) retirement plan, Employee Assistance Program (EAP); professional development assistance

Send cover letter and resume to: Human Resources, Child Care Connection, 1001 Spruce St., Suite 201, Trenton, NJ 08638; fax: 609-989-7745; or e-mail: [hr@ccc-nj.org](mailto:hr@ccc-nj.org)