



Child Care Connection



1001 Spruce Street, Suite 201, Trenton, NJ 08638

Mission: To provide the tools and education to give each child the very best start in life.

Fiscal Specialist II **Status: Hourly (35 hrs./wk.)** **Rate: \$20.87-\$22.00** **Salary: \$38,000-\$40,000**

Child Care Connection, a nonprofit child care resource and referral agency, seeks a Fiscal Specialist II to support the Fiscal Unit by providing technical assistance to child care providers and assisting the Fiscal Manager with daily fiscal operations. The role requires a detail-oriented individual with strong customer service and data entry skills to perform basic accounts payable, technical assistance, and general clerical duties.

Duties:

- Deliver professional customer service and technical assistance related to child care payments via phone, email, and in person.
- Coordinate across departments to resolve payment discrepancies, eligibility issues, rate corrections, and duplicate payments.
- Perform administrative tasks, including issuing and mailing attendance payment vouchers, maintaining files, and processing documentation.
- Perform other related Fiscal Unit duties as assigned.

Valuable Skills:

- Excellent customer service, time management, clerical, and telephone skills.
- Strong interpersonal skills, team focus, ability to maintain security and confidentiality guidelines.
- Strong written and oral communication skills.
- Dependable and able to work under pressure.
- Intermediate knowledge and experience with Microsoft Office (Word, Excel, Access, Outlook) and database applications

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

Benefits:

- Ample Paid Time Off (PTO)/Holiday time, Medical/Dental/Vision Insurance, Life Insurance, Long-Term Disability Insurance, Retirement Plan (403(b)), Employee Assistance Program (EAP), professional development opportunities

Contact: John Colon hr@ccc-nj.org