



## Job Description

### Child Care Subsidy & Billing Specialist

**POSITION:** Child Care Subsidy & Billing Specialist (1 FTE)

**PURPOSE:** This position is responsible for administering the Child Care Financial Assistance and Seattle Jobs Initiative child care subsidy programs, as well as facilitating the monthly accounts payable process for all child care subsidy programs.

**NATURE & SCOPE:** This role reports to the Homeless Child Care Subsidy Program Manager and works closely with the Homeless Family Engagement Specialists to set up and pay for child care for vulnerable families across King and Pierce Counties. This role is part of the larger Family Services Department at Child Care Resources.

**FLSA Status:** Non-Exempt

**RESPONSIBILITIES:** Specific responsibilities of the Child Care Subsidy and Billing Specialist include, but may not be limited to:

#### *Child Care Financial Assistance and Seattle Jobs Initiatives Program Administration*

- Provide culturally relevant and inclusive services in person, over the phone, and by email to families, child care providers and other community members throughout Pierce and King Counties.
- Answer program inquiries by phone and email;
- Process program applications and maintain program waitlists;
- Keep program records accurate and up-to-date and document all contacts and services provided for each family;
- Prepare various reports and other written materials related to program
- Authorize child care subsidies and extensions in accordance with the policies and procedures of multiple contracts;
- Explain child care options to parents and provide referrals to licensed child care providers in the community;
- Participate in community outreach events;

#### *Accounts Payable (Billing) for Child Care Subsidy Programs*

- Complete monthly accounts payable process for child care subsidy programs, including timely preparation and submission of approved child care subsidy invoices;
- Establish and maintain effective working relationships with
- Support child care providers with invoice preparation and submission;
- Responsible for maintenance of vendor accounts, including but not limited to, banking details, contact information, tax and W-9 identification.
- Front desk and intake line back-up when needed
- Other duties, as assigned.



**POSITION REQUIREMENTS:** At least 4 years of relevant experience; AA or above preferred; Accounts payable experience (Preferred); Bilingual in Spanish or other language (Preferred)

- Excellent verbal and customer service skills in-person and over the phone (discretion, patience & etiquette), as well as demonstrated ability to adjust communication style for various audiences;
- Excellent interpersonal skills including demonstrated ability to constructively manage conflict and ability to respond clearly and effectively to inquiries from stakeholders and the public;
- Excellent written communication skills, including proper use of grammar, punctuation, and spelling with the ability to proofread.
- Demonstrated experience working with a variety of individuals from diverse backgrounds and income levels, and a demonstrated commitment to diversity, cultural relevancy, and inclusion;
- Ability to work effectively as part of a team or independently, as tasks require;
- Ability to communicate and actively participate in CCR team meetings and committees and external community groups;
- Ability to learn and follow procedures quickly;
- Ability to work under deadlines, work on several tasks simultaneously, and organize and prioritize work quickly in response to changing needs;
- Critical thinking and analytical skills;
- Experience with data entry and data management systems;
- Ability to be both fast and accurate in a high-volume setting;
- Strong attention to detail and commitment to accuracy;
- Knowledge and experience working with MS Office Suite, with strong Excel skills;
- Excellent organizational and prioritization skills.

**SALARY RANGE:** \$38,892 – \$48,615 depending on experience.

CCR's benefit package includes employer-paid top tier medical, dental and vision insurance plans for employees, 21 days of PTO per year in addition to 9 paid holidays and week-long office closure at year-end, flexible work environment, great Seattle location in the International District, employer-paid life insurance, short-term disability/illness leave accrual, and 401k with 3% employer match. Position is open until filled.

To apply, please email your resume and cover letter detailing how your experience and interest is a match for this specific position to: [hr@childcare.org](mailto:hr@childcare.org). For more information on Child Care Resources, please visit our website at [www.childcare.org](http://www.childcare.org).