



Job Description

Temporary Child Care Subsidy & Billing Specialist

POSITION: Child Care Subsidy & Billing Specialist (1 FTE) through 10/31/2020

PURPOSE: This position is responsible for supporting the verification process and monthly billing process for all child care subsidy programs. We have had an unprecedented investment of child care subsidy funding that we need to get out to families by the end of 2020.

NATURE & SCOPE: This role reports to the Family Services Program Manager and works closely with the Family Engagement Specialists to set up and pay for child care for 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:

- Support application and verification process for child care subsidy programs;
- Support 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 families and child care providers;
- Support child care providers with invoice preparation and submission;
- Support maintenance of vendor accounts, including but not limited to, banking details, contact information, tax and W-9 identification.
- Other duties in support of subsidy program, as assigned.

POSITION REQUIREMENTS: At least 3 years of relevant experience; AA or above preferred; Accounts payable experience (Preferred); Bilingual in Spanish or other language (Preferred)

- Effective 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;
- Effective 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;



- 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.

Desired qualifications:

- Native language speaking abilities in Spanish or Somali;
- Knowledge of child development & child care, as well as local and statewide family resources.

FLSA Status: Non-exempt, temporary full-time through end of October 2020, but likely to extend to the end of December 2020, if funding allows.

Hiring Salary Range: \$20.60-\$25.71 per hour, depending on experience

To apply: Please email your resume detailing how your experience and interest is a match for this specific position to: hr@childcare.org. For more information on Child Care Resources, please visit our website at www.childcare.org.