

"Assisting family successes through excellence in comprehensive early education and developmental services."

Job Title: Financial Management Specialist - CCMS	Exempt
Grade Level: G-5	Division: Contract Care
	Non-Exempt

Minimum Requirements:

- High School Diploma or equivalent.
- One year full-time clerical experience including data entry and maintenance of records.
- Experience in bookkeeping or accounting.
- Computer proficiency.

Physical Requirements:

The physical requirements for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent sitting;
- Repetitive use of hands; reaching and turning;
- Ability to lift up to 20 pounds; light lifting of supplies and materials;
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

Responsibilities:

- Maintain paperwork required by financial management through accurate and timely preparation, copying, filing, and tracking.
- Maintain billing files.
- Generate and distribute claims/reporting forms to providers.
- Process provider claims and self-arranged child care (SACC) claims.
- Maintain accounting records for provider payments.
- Input assigned data entry into the CCMS automated system.
- Answer financial management telephone calls by assisting the caller, or taking a message.
- Prepare outgoing mail from financial management.
- Track and evaluate absences of children.
- Attend and conduct training sessions as needed.
- Responsible for performing assigned functions connected with fiscal management processes, including billing, clerical, and routine financial duties.

Preferred Skills:

- Bilingual abilities preferred.

BENEFITS PACKAGE INCLUDES:

Child Care Associates offers a competitive benefits package that is provided to all fulltime employees that include health, dental and life insurance coverage. Additional voluntary benefits are offered to all fulltime employees in addition to the core benefits package.

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After completing one (1) year of service, the company contributes 4% of the employee's earnings to the 403(b) retirement plan. If the employee also elects to make a contribution to the plan, Child Care Associates will match half (50%) of the employee's contribution up to 4% of base salary.

Child Care Associates provides other benefits, which are outlined in the [Staff Handbook](#), such as paid holidays, paid time off (PTO), as well as a Service Recognition Program.