



## COMMUNITY CHILD CARE COUNCIL OF SONOMA COUNTY

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### **4Cs Now Hiring: Payment Specialist**

*Are you inspired by the mission of 4Cs?  
Want to make a powerful difference in the community?*

The Community Child Care Council is looking for an outstanding individual to join the Early Care and Education Services (ECES) Fiscal Department. Payment Specialists work within a team to calculate and process accurate and timely child care payments in accordance with program regulations. Payment Specialists provide technical assistance and customer service to child care providers. Eligible candidates must be highly organized and detail-oriented.

#### **Primary Duties and Responsibilities:**

- In collaboration with the ECES Fiscal team, responsible for all aspects of processing subsidized child care payment vouchers including updating information, calculating, data entry, reconciliation, check preparation and check release in accordance with agency and funder policies and procedures
- Maintain department paperwork, data entry, and program systems including, but not limited to, ECES databases, mailings, filing, and other clerical tasks
- Work with Case Managers and Specialists regarding any relevant client changes including entering new and termed client information, schedule changes, provider and family fee changes, and registration fees for attendance tracking and contract earnings
- Provide support to providers and clients regarding payments and family fees, receive outside child care forms, record payments of center bills, track underpayments for parent fees, and collect accurate receipts
- Assist with annual department requirements, including parent and provider evaluations, year-end center billing reconciliation, audit, and Contract Monitoring Review preparation
- Provide excellent customer service, including having a friendly and approachable tone of voice and body language, returning phone calls within twenty-four hours of receipt, and maintaining positive interactions with others

#### **Skills and Qualifications:**

- Minimum two years work experience with increased responsibility, preferably in a social service and/or accounting field
- Demonstrated knowledge of Microsoft Office programs, e-mail and internet; basic knowledge of office equipment
- Effective verbal and written communication skills in English; Spanish highly desired
- Excellent customer services skills
- Ability to work well with people from various social, cultural, economic, and educational backgrounds
- Demonstrated accuracy with figures and record keeping

**To apply please submit a cover letter and resume to:  
4Cs Human Resources Department via email: [Employment@sonoma4cs.org](mailto:Employment@sonoma4cs.org)**

**Pay rate: \$17 per hour**