



Excellence in Early Childhood Education
"Providing Quality Services for Young Children since 1972"

Employment Opportunity

Fiscal

Accounts Receivable Specialist

Southwestern Child Development Commission, Inc. is honored to seek a qualified applicant for an Accounts Receivable Specialist at the Sylva Fiscal Office location. The candidate should have knowledge of accounting principles, possess strong organizational skills, and be proficient in the use of Microsoft Word, Excel and the ability to learn other software applications.

Qualifications: An Associate's Degree in Business Administration, Accounting, Office Administration and/or experience in a business office using accounting skills is preferred. A combination of education and work experience will be considered. Salary will be negotiated depending on education and experience with a full benefits package offered.

A willingness to continued personal and professional growth and a collaborative approach to team values of diversity and inclusion are required.

Applicants must have a valid NC Driver's License and a car available for work. Only those applicants most qualified based on education and experience will be interviewed.

To apply, submit an NC State Application for Employment (PD107) to Human Resources, Southwestern Child Development Commission (www.swcdcinc.org) or mail to: PO Box 250, Webster, NC 28788. Applications may also be faxed to (828) 631-1860 or emailed to: jobs@swcdcinc.org.

****SWCDC is committed to creating a diverse environment and is proud to be an equal opportunity employer. We do not discriminate in hiring and personnel procedures against any applicant for employment or employees because of race, national origin, religion, sex (including gender identity, sexual orientation, and pregnancy), age, disability or genetic information.***