



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

Job Opportunity

Southwestern Child Development Commission, Inc. is accepting applications for a Reimbursement Specialist in the Sylva Office. Applicant must possess strong multitasking, communication and time management skills. Applicant must have the ability to effectively interact with coworkers to accomplish common tasks and to have efficient and courteous interaction with Child Care Providers and other professional staff. This person should have knowledge of computer applications accompanied by data entry skills, and be proficient in the use of Microsoft Word, Excel, and the ability to learn other customized computer software applications. An Associate's Degree in Business Administration, Office Administration or related field and/or experience in a business office is preferred. This position is a full time entry level position, with a full benefits package offered.

To apply, submit a SWCDC Application for Employment found on our website at www.swcdcinc.org to Human Resources, Southwestern Child Development Commission by mail to PO Box 250, Webster, NC 28788, by fax to (828) 631-1860 or by email to jobs@swcdcinc.org.

Only those applicants most qualified based on education and experience will be interviewed. Equal Opportunity Employer.