



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

Employment Opportunity

Southwestern Child Development Commission, Inc. is currently seeking a qualified applicant for our **Reimbursement Specialist position** located in our Sylva Office. This is a full time position within our Subsidy Reimbursement Team which provides support and assistance to regional Child Care Providers who participate in the NC Subsidized Child Care Assistance Program.

An Associate's Degree in Business Administration, Office Administration or related field and/or experience in a business office is preferred. Applicant must possess strong multitasking, communication and time management skills. Applicant must have the ability to collaborate with teammates and have efficient and courteous interaction with Child Care Providers and other professional staff. The candidate must 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. This position is a full time entry level position, 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.

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.

*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.