



Greater Valley YMCA Bethlehem Branch Job Posting

Job Title	Billing Coordinator
Department	Childcare
Reports To	Childcare Director
Job Description	We are looking for an energetic, organized individual who can multi-task in our billing office managing the childcare family accounts. Process childcare payments, registrations, scholarship awards, attendance reporting, and subsidy reporting; create staff and family communication pieces; assist with bus runs and other duties as needed.
Location	430 E Broad St Bethlehem, PA 18018
Hours Per week	Monday through Friday 20-40 hours per week
Payrate	Starting at \$14.00
Educational Requirements or Experienced Required	<ul style="list-style-type: none">• High School Diploma• Would prefer accounting experience, as well as childcare experience. Bilingual a plus.
Respond To	Julie Kase; Childcare Director 610-867-7588 ext. 504 juliekase@gv-ymca.org

