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FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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Department	Childcare Services
Job Title	Billing Specialist
Reports To	Childcare Services Director
Job Description	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	Min of 20 hours per week, Monday-Friday
Status	PT or FT availability, negotiable
Educational Requirements or Experience Required	Must be at least 18 years of age; High School Diploma Required; Knowledge of Customer Service Concepts; Math Skills; Computer Experience including knowledge of Word, Publisher and Excel; Bilingual Preferred.
Respond To	juliekase@gv-ymca.org
Date Posted	1/26/2022

Equal Opportunity Employer

Greater Valley YMCA
Bethlehem Branch
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P 610-867-7588 W gv-ymca.org