

Subsidy Timesheet Processor – Pro Action’s *Child Care Aware® of Steuben and Schuyler* department is seeking applicants for a full-time **Subsidy Timesheet Processor**.

The **Subsidy Timesheet Processor** will validate and process attendance sheets for monthly provider reimbursement in *Child Care Time and Attendance* software; will ensure that provider rate agreements are updated and maintain updated procedures and forms; will be responsible for the reconciliation of payments; will provide technical assistance to parents and providers regarding timesheet processing claims/procedures.

The Subsidy Timesheet Processor should have strong mathematical/accounting skills, be proficient in accurate data entry, have strong analytical skills and be focused on solutions and decision making. Should also have knowledge of child care subsidy regulations. A Bachelor Degree is preferred; will consider an Associate Degree or High School diploma with work related experience.

Apply for this 37.5 hour per week, benefit eligible position by June 13, 2018. Please send your letter of interest, resume and completed employment application to: Human Resources, Pro Action of Steuben and Yates, Inc. 117 E. Steuben St., Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.