



Accounting Coordinator

Would you like to earn competitive pay while helping families and childcare providers in your community? We offer that, 17 days paid time off per year, and more!

The Company:

Child Care Coordinating Council (4Cs of San Mateo County) has been a leader in the ECE and child care field for over 40 years and has been recognized by others in the field as a driving force in the community.

- We offer education and assistance to child care providers, financial assistance to families in need, and help families advocate for better child care to help children learn and grow.
- We offer great benefits.
- We believe in a work-life balance.

The Position:

- We're looking for a candidate with a minimum AA degree to prepare payroll and process accounts payable.
- Must have excellent Microsoft Office skills and prior accounting experience.
- You must be a team player as you will be working closely with our Accounting Specialist and Fiscal Director.
- You will be offering support to our payment coordinators as needed.

The Benefits:

- Competitive Salary
- 15 Days PTO, 10 paid holidays and 2 floating holidays
- Medical/Dental/401k.

The Location:

We are located in Redwood Shores just off Highway 101, close to Oracle, many community parks and places to eat.

Why Should You Apply?

- Competitive pay.
- Great work environment and location.
- Excellent benefits.
- 15 days PTO and 10 paid holidays.

Interested?

Please contact us.

Via email at info@sanmateo4cs.org

Via mail at 330 Twin Dolphin Dr.#119, Redwood City, CA.94065

On our Website at: www.sanmateo4cs.org