



EARLY LEARNING SCHOLARSHIP

BILLING SPECIALIST

Families First of Minnesota has an opening for a full-time (40 hours per week) **Billing Specialist** in its Early Learning Scholarship Program. This position is responsible for managing invoices and data entry for Early Learning Scholarships to ensure program compliance.

The ideal candidate will have an Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training or equivalent combination of education and experience; early childhood experience or knowledge is desirable.

If you or someone you know is interested in applying for this position, please visit our website at <http://familiesfirst.iapplicants.com/>.

Position will remain open until filled. Families First of Minnesota is committed to creating a multi-cultural, bias-free agency.