



Rocky Mountain SER is looking for caring, nurturing, responsible, and loving individuals to work with our children!

Why choose Rocky Mountain SER?

- *The opportunity to make a difference!*
- *Industry leading benefit package for employees!*
- *Training and continuous learning and development opportunities for staff!*
 - *Children Learn, Play, and Grow with us!*
- *Potential for tuition and credential financial assistance!*
 - *We provide **Education for the Future!***



We are currently seeking passionate and energetic **Data Entry Clerk** for our Early Learning Center in **Denver, CO**. This position is Temporary Summer Seasonal Position.

POSITION SUMMARY

Under the general direction of the Director of Finance this position has primary responsibility for accurate and timely entry of all documents into an excel format provided. This position also has responsibility for filing and organizing documents.

DUTIES & RESPONSIBILITIES

- Review all forms for accuracy and completeness
- Researches and substantiates rates
- Manually enters data into database or spreadsheets
- Organizes and files back-up documentation.
- Miscellaneous projects as necessary

EDUCATION & EXPERIENCE REQUIREMENTS

High School Diploma or GED is required.

SKILL REQUIREMENTS

- Attention to Detail.
- Ability to problem solve, both from an accounting and system perspective
- Ability to work independently while also being a team player
- Ability to multi-task in a fast-paced environment
- Strong communication and interpersonal skills
- Exceptional project and time management skills

- Must have intermediate to advanced knowledge of MS Office (Excel and Word).
- English proficiency (reading, writing, and speaking) is required for all positions.

SCREENING REQUIREMENTS:

- Staff must submit an initial medical statement, signed and dated by a licensed physician or other health care professional, verifying that the employee is in good mental, physical, and emotional health appropriate for their position. This statement must be dated no more than 6 months prior to employment or within 30 days after the date of employment.
- Staff must submit a subsequent medical statement every 3 years OR more frequently as required by their physician.
- Staff must be current for all immunizations routinely recommended for adults by their health care provider.
- Staff must submit the results of a Tuberculosis Test within 30 days after the date of employment. Subsequent testing requirements must be submitted as required in writing by a physician or other health care professional.
- Staff are responsible for obtaining medical statements and TB test results.
- Staff working in licensed facilities must obtain a finger print card for submission to Colorado Bureau of Investigation within 5 days of employment. . A criminal record check and background record check (via database of confirmed reports of child abuse and neglect) will be performed pursuant to Colorado Child Care Licensing regulations.
- Staff whose background check is not in compliance with the regulations will be terminated. Staff must submit a request for review of the Central Registry of Child Protection within 10 days of employment.
- Staff in the Fiscal and Accounting Departments cannot have any prior violations/convictions of theft, larceny, forgery, or any other crime(s) whereas there was an attempt to defraud, misuse or steal.
- Motor Vehicle Record (MVR) and Valid Driver's License for utilization of company car; in addition, if MVR is not acceptable according to Rocky Mountain SER insurance policy

standards, employee will be required to utilize their personal vehicle for business travel and must also provide proof of personal motor vehicle insurance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; stand; stoop; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and talk or hear.

This position does require repetitive motion of the hands, fingers and arms as it relates to the entry of data into the computer and the handling of paper forms, checks, etc.

The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

Pay Range: based on experience and credentials

**To join our team, please send resume and cover letter to
resumes@rmser.org**



RMSEER is an Equal Opportunity Employer