

Early Learning Coalition of Escambia County



POSITION: Accounts Payable/School Readiness Reimbursement Specialist
REPORTS TO: Finance Director
RATE: \$37,440 - \$45,760 annually, \$18.00 - \$22.00 / hr.
HOURS : 40 hours per week
FLSA: Non-exempt

GENERAL DESCRIPTION

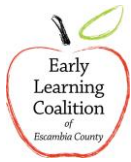
Responsible for reimbursement and non-reimbursement related Accounts Payable functions to providers and vendors, payroll processing, travel packet and travel payment processing, and production of financial reports as required.

Responsible for accurate and timely review and data entry of provider attendance sheet information. Input enables the Coalition to create provider reimbursements, financial data, child enrollment data, and reports. Responsible for monitoring provider attendance documents for accuracy and compliance with applicable rules and regulations. Provide technical assistance related to provider reimbursements as needed.

ESSENTIAL JOB FUNCTIONS

1. Ensure all incoming invoices are properly processed for payment on a weekly basis.
2. Create and maintain reports for invoices received.
3. Create and maintain digital and hard copy records of accounts payable transactions.
4. Facilitate monthly project cost accruals and reconciling invoices.
5. Cross train as a back-up to process Accounts Receivables and VPK reimbursements.
6. Organize and maintain Finance Department files.
7. Maintain financial database records, to include expenses, notes and status updates.
8. Research, resolve, and maintain necessary documentation of inquiries, as provided.
9. Process incoming invoice data entry and generation of payments. Maintain related files.
10. Process ACH payments and initiate journal entries.
11. Reconcile and update QuickBooks/Accounting records.
12. Establish and maintain a professional working relationship to support providers for payment of SR services.
13. SR provider reimbursement processing through data verification and system input accuracy. Prepare and maintain necessary documentation in support of reimbursement processing.
14. Train and assist other Reimbursement Specialists with reimbursement processing as needed.
15. Create and/or update finance-related policies & and procedures, as needed.
16. Coordinate special projects for the Finance Director as requested.
17. Other duties as assigned.

Please Note: These essential job functions are not to be construed as a complete statement of all duties performed. Employees may be required to perform other job-related marginal duties as required.



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MINIMUM QUALIFICATIONS

1. Associate's degree in business administration, accounting, or a related field. Two years of data entry and records management experience required.
2. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.
3. Must possess a valid Florida driver's license with no record of criminal driving offense or license suspension for point accumulation.
4. Local travel using a personal vehicle may be required.
5. Pre-employment background screening is required.
6. Out-of-town travel may be required for training purposes.

ESSENTIAL SKILLS REQUIRED

- QuickBooks experience is a prerequisite
- Proficient use of Microsoft Office including Word and Excel
- Knowledgeable of methods of compiling and organizing.
- Ability to communicate (in oral and written format) effectively.
- Ability to establish and maintain effective working relationships with others.
- Strong organizational and analytical skills.
- Effective records management practices.

ESSENTIAL PHYSICAL REQUIREMENTS

Frequently sit, stand, walk, twist at the waist, and routinely operate a computer keyboard, telephone, copier, and fax machine. Able to operate an automobile. Medium (less than 50 pounds) lifting is occasionally required.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.