Early Learning Coalition of Escambia County

POSITION: Finance Specialist: Reimbursement / Accounts Payable / Projects
REPORTS TO: Finance Director
RATE: $17.00 – $19.00 / hr. HOURS: 40 per week FLSA: Non-exempt

GENERAL DESCRIPTION

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. Responsible for select non-reimbursement related Accounts Payable functions. Conduct special finance projects, such as development of the annual operating and capital budgets.

ESSENTIAL JOB FUNCTIONS

1. SR Provider reimbursement processing. Key elements are data verification and system input accuracy.
2. SR Provider adjustment processing. Prepare and maintain necessary documentation in support of the adjustments.
3. Generate monthly attendance sheets, lists, or other reports, as necessary.
4. Support the distribution of monthly Provider reimbursement payments and statements.
5. Establish and maintain a professional working relationship to support providers in all reimbursement matters.
6. Assist in training of providers on reimbursement.
7. Assist with in-house desk-audits as requested by the PIU unit.
8. Support accounting reclassifications to ensure charges assigned to OCAs are correct.
9. Ensure payment of all incoming invoices on a weekly basis.
10. Creating and maintaining reports for invoices received.
11. Creating and maintaining digital and hard copy records of accounts payable transactions.
12. Facilitate monthly project cost accruals and reconcile invoices.
13. Train as an alternate to process Accounts Receivables.
14. Organize and maintain Finance Department files.
15. Maintain financial database records, to include expenses, notes and status updates.
16. Research, resolve, and maintain necessary documentation of inquiries, as provided.
17. Process incoming invoice data entry and generation of payments. Maintain related files.
19. Reconciling and updating QuickBooks records from subsequent system.
20. 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 duties as required.

MINIMUM QUALIFICATIONS

1. Associate’s degree in Business Administration, Accounting, or related field. Two years of data entry and records management experience required.
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2. Professional or nonprofessional experience as described above can substitute on a year-for-year basis for the required college education.
3. Local travel using personal vehicle may be required.
4. Pre-employment background screening is required.
5. Out of town travel may be required for training purposes.

ESSENTIAL SKILLS REQUIRED

- Quickbooks experience is highly preferred.
- Proficient in Microsoft Office programs, including Word and Excel.
- Knowledgeable of methods of compiling and organizing records.
- 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. Medium (less than 50 pounds) lifting occasionally required. Reasonable accommodation will be made for otherwise qualified individuals with a disability.

I, __________________________ have read the requirements for the position of Finance Specialist: Reimbursement / Accounts Payable / Projects. I accept the duties and responsibilities as described. I acknowledge that working for the Coalition is my primary employment and my duties will be conducted without interference from a secondary job.

_________________________________________________________________________  __________________________
Employee Signature  Date

_________________________________________________________________________  __________________________
Supervisor Signature  Date