

EARLY LEARNING COALITION OF PASCO AND HERNANDO COUNTIES, INC.

JOB DESCRIPTION: REIMBURSEMENT SPECIALIST

REPORTS TO: FINANCE DIRECTOR

STATUS: Non-Exempt



SALARY RANGE: Negotiable

The Coalition is a fully tobacco-free environment, to include the interior and exterior of all premises and Coalition-owned vehicles.

Under the supervision of the Finance Director, participates as a member of the childcare financial services delivery team working with clients who provide subsidized childcare and other childcare services. Prepares provider payment reports for monthly processing and audits providers for resolution of payment discrepancies.

Requirements:

- AA in related field preferred;
- Minimum of four (4) years experience and training in customer service and office work;
- At least two (2) years of accounting, bookkeeping or other defined fiscal or auditing responsibilities;
- Knowledge of rules and regulations for childcare provider reimbursement preferred;
- Must clear drug and background-screening requirements;
- Ability to bend, lift and carry 25 pounds.

Responsibilities:

- Notify eligibility staff of status changes;
- Review monthly attendance rosters, process School Readiness and VPK rosters in statewide portal;
- Review monthly sign-in/sign-out sheets and VPK long or short forms;
- Maintain and update accuracy of all provider information into statewide portal;
- Notify providers of fiscal, policy and procedural changes in a timely manner;
- Makes decisions in accordance with regulations or policy and applies these to work related problems;
- Works cooperatively with, and supports the work of, other reimbursement staff, provider specialists and eligibility/family services specialists;
- Other duties or responsibilities as assigned or as directed by management.

I, _____, have read the requirements as listed above.
I understand and accept the duties and responsibilities as described.

Employee Signature

Date

Employer Signature

Date

Date Approved: April 16, 2009