



JOB DESCRIPTION

Job Title: **Accountability Support Specialist**
Reports to: Office and Technology Services Manager
Supervises: NA
FLSA Status: () exempt (X) non-exempt (X) full-time () part-time () other
Salary Range: Starting around \$15.50

Position Summary:

Performs advanced professional duties in the development, installation, integration, administration, maintenance, and support of assigned databases and its environments; manages and optimizes database performance, reliability and security. Responsible for all receivables of purchased goods. Exposed to sensitive information that requires considerable use of tact, diplomacy, discretion and judgment. Must maintain all coalition employees' and client information/data confidential.

Essential Job Functions:

I. Data & Accountability

- Maintain database system to meet the requirements of the ELCOC for reporting.
- Assist with the design of tools for efficient data collection (Salesforce page layout, objects, records types, etc...)
- Interfaces with other departments to ensure that master data integrity is maintained.
- Researches and resolves errors affecting the integrity of the database program in response to information or requests from coalition staff (trouble shooting).
- Works closely with IT and other departments as necessary to resolve issues in a timely manner.
- Collects, monitors, organizes and reports data as required by Senior Staff.
- Maintains historical data from year to year.
- Assists in the identification of metrics in support of Coalition plan.
- Responsible for ensuring timely submission of amendments to the Coalition plan.
- Disseminate most current Coalition plan revision to Senior Staff and update Coalition's website, OEL SharePoint and Coalition's main share platform.

II. Administrative Support

- Maintains the Coalition's Report Matrix from each Contractor and serves as the primary contact for information.
- Works on assignments that are moderately complex in nature where judgment is required in resolving problems and making routine recommendations.
- Facilitates the generation of special reports when required.
- Serves as the offsite IT support during special meetings and events.
- Assist in preparing Power Point presentations for board meetings and committee meetings as needed.
- Assist with offsite monitoring/audits.
- Assists in the reception area when needed.
- Responsible for receiving all items purchased by the Coalition and updating the Coalition receiving software. (Abila knowledge or other fund Accounting experience a plus)

- Counts, inspects and organize goods to ensure items match the shipping slip or packing list.
- Submit packing slips and/or Purchase order receipts to Finance for payment.

(This job description may not be all-inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.)

Qualifications:

- Ability to work with several groups of users simultaneously.
- Knowledge of business English language including the meaning and spelling of words, rules of composition and grammar in order to prepare and read documents and correspondence.
- Ability to plan, organize, coordinate multiple projects, set priorities, meet deadlines and follow-up on delegated assignments with little or no supervision.
- Knowledge of administrative and clerical procedures, equipment and systems such as copier, fax, word processing, managing files and records, designing forms, and other office procedures.
- Proficiency in the operation and use of a personal computers and computer software applications (Microsoft Office Suite). Ability to navigate the Internet.
- Ability to effectively communicate sensitive information and exercise sound judgment within scope of authority.
- Knowledge of customer service techniques.
- Ability to work collaboratively and foster teamwork amongst cross-functional teams.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- The employee is frequently required to stand; walk, stoop and kneel.
- The employee must be able to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision.
- Ability to establish and maintain effective working relationship with a variety of constituents.
- Ability to identify and solve problems and deal with a variety of variables.
- Strong attention to detail and accuracy.
- Must possess a valid Florida Driver's License with ability to travel and make providers/vendors/suppliers/board meetings to and from work, and to travel to off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, early mornings or evening hours.
- Professional appearance and presentation.

Education and Experience:

- Associates Degree in Business Management, Computer Science, or in a related technical discipline, with three (3) years directly related experience preferred.
- Proven experience related to monitoring/auditing for compliance purposes.
- The equivalent combination of education, technical certification or training, or work experience may be considered.
- Expert level Word, Excel, Access, and data base administration skills *required*.
- Knowledge of SharePoint Access Platform and Salesforce beneficial.

(A comparable amount of training, education or experience may be substituted for the above minimum qualifications.)

Send Cover Letter and Resume to:
msanchez@elcoc.org

By Fax to: 407-749-0287

By Mail to:
Early Learning Coalition of Orange County
Attn: Marah Sanchez, Human Resources
P O Box 540387
Orlando, FL 32854