



JOB DESCRIPTION

Job Title: **SR/VPK Reimbursement Director**

Reports to: Chief Financial Officer

Supervises: N/A

Job Code: 106

FLSA Status: exempt non-exempt full-time part-time other

Salary Ranges: Starting around \$85,000

Position Summary:

In charge of supervising the department to guarantee accurate processing and timely submission of monthly reimbursements for School Readiness and Voluntary Pre-Kindergarten (SR/VPK) providers to Finance by the 13th of each month. Ensures that quality assurance procedures are carried out promptly and documented outcomes are maintained. Collaborates closely with the Chief Financial Officer to uphold the department's effectiveness and efficiency.

Essential Job Functions:

Accounting and Finance

- Prepares and reviews standard reports for presentations to management and external entities.
- Coordinates external audits/monitoring of client and provider documentation as required by local and state regulations.
- Monthly preparation of the Quality Assurance Matrix. Submits all required monthly, quarterly, and ad hoc reports for contract compliance.
- Assists the Manager in the month-end closing processes for SR and VPK reimbursements and prepayments.
- May support the Manager in entering and/or verifying all provider-related data in the state's childcare database. Approves requests for EINs before setting up new providers.
- Prepare for submission of monthly reports, on/or before the due dates each month, to all funding sources.
- Assist Chief Financial Officer to prepare audit reports.

Compliance

- Provides guidance and leadership to accomplish organizational goals, objectives, and services. Keeps the staff informed about any changes in childcare reimbursement or other payment processes through the state's childcare database.
- Analyzes quality assurance reports to identify trends and implements corrections as necessary. Assumes responsibility for the accurate and timely production of monthly

provider reimbursement.

- Mandatory participation in DEL calls, webinars, and User Acceptance Testing (UAT) for tasks related to SR/VPK reimbursement.
- Conducts a thorough analysis of directives, rules, and regulations from funding sources, ensuring compliance and effective communication of all requirements.
- Conducts spot checks on work performed by Reimbursement Specialists and other assigned staff for quality assurance purposes.
- Participates in monthly childcare utilization meetings involving internal and external stakeholders.

Development/Training/Technical Assistance (TA)

- Provides training and development for all assigned staff to ensure high-quality performance in line with contract requirements.
- Troubleshoots and offers technical assistance to SR/VPK providers regarding payment accuracy and resolutions as needed.
- Proactively coordinates and conducts periodic training for providers based on changes in the state's reimbursement policies or practices.
- Train staff in cross-functional areas, as needed.
- Responsible for ongoing organization and effective maintenance of official Coalition financial records.

Administrative Support

- Implements and monitors office policies and procedures.
- This position will require interaction with children birth through 5 years of age at different functions and voluntary activities.

(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:

- Knowledge of English business language with ability to communicate clearly and concisely, both orally and in writing.
- Familiarity with generally accepted accounting principles and practices, including the analysis and reporting of financial data.
- Understanding of business and management principles.
- Capability to perform mathematical calculations and effectively manage financial resources.
- Skill in establishing and maintaining positive working relationships with both internal staff and external professionals associated with the Agency.
- Capacity to meet deadlines and thrive in high-pressure work environments.
- Commitment to maintaining confidentiality.
- Knowledge of client and provider eligibility requirements.
- Demonstrated excellence in organizational skills.
- Ability to supervise and effectively manage a team of staff.
- Competence in using computers, common office software such as Microsoft Word, Excel,

and PowerPoint, along with familiarity with accounting software and proficiency in database operations. Skilled in navigating the Internet.

- Willingness and aptitude to learn Tableau and customize quality assurance reports for the benefit of the department.
- Ability to organize, coordinate projects, set priorities, meet deadlines and follow-up on own and subordinates' assignments with little or no supervision.
- Manage time effectively.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Ability to effectively communicate sensitive information and exercise sound judgment.
- Knowledge of basic customer service techniques.
- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels.
- Ability to establish and maintain effective working relationships with a variety of constituents.
- Ability to solve problems and deal with a variety of variables.
- Must possess a valid Florida Driver's License with ability to travel off-site locations.
- Ability to work flexible/hours schedule i.e. occasional Saturdays, or evening hours.
- Professional appearance and presentation.
- Occasional lifting of office equipment and supplies of less than 30 pounds.
- This job will require remote work. Please be advised that this is a privilege. We will provide you with your electronic equipment. You must ensure that you have a dedicated and quiet workspace. You will be responsible for your chair, desk, and access to a reliable internet/Wi-Fi service. You must provide the privacy that is needed to work with vendors/families and co-workers. You will also need to provide the address for your Telework location.

Education and Experience

- Graduation from an accredited four-year college or university with a Bachelor's Degree in Accounting, Finance, Business Administration, Public Administration or related field.
- Minimum of six (6) years' experience in a supervisory role.
- Minimum of six (6) years' experience in financial or record auditing and reporting.
- Must demonstrate a working knowledge of not-for-profit leadership and government rules and regulations.

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