



## JOB DESCRIPTION

Job Title:	<b>SR/VPK Reimbursement Specialist Part-Time Less than 29 hours/week</b>
Reports to:	SR/VPK Reimbursement Manager
Supervises:	None
Job Code:	130
FLSA Status:	<input type="checkbox"/> exempt <input checked="" type="checkbox"/> non-exempt <input checked="" type="checkbox"/> part-time <input type="checkbox"/> full-time <input type="checkbox"/> other
Salary Ranges:	Starting around \$20.00 per hour

### Position Summary:

The position reports to the SR/VPK Reimbursement Manager. The primary responsibility involves completing the initial reimbursement process for School Readiness (SR) and Voluntary Pre-kindergarten (VPK) providers. The key tasks include verifying, inputting, and reconciling invoices from providers, which include SR/VPK electronic attendance sheets and source documentation, conducting detailed analyses to ensure the accuracy of provider payments in accordance with program rules, performing post-attendance audits, and providing Technical Assistance to childcare providers. The position must maintain all Coalition, participants', and families' information/data confidential.

This position may require evening hours and occasionally weekend/holiday hours during tight deadlines and peak times.

### Essential Job Functions:

#### Compliance

- Ensures the timely and accurate processing of monthly attendance and reimbursement by verifying the submission of School Readiness (SR) and Voluntary Pre-kindergarten (VPK) electronic attendance rosters. Identifies and reports any issues related to provider rates, care level, and match to the Manager.
- Validates the monthly submission of source documentation (SR Sign in-out, and VPK Long/short forms), maintains accurate tracking of the monthly submission, reports non-compliance to the Manager and offers technical assistance to providers regarding contractual deadlines and program requirements.
- Conducts attendance audits as assigned by the Manager. Reconciles source documentation with the provider's monthly attendance roster and reimbursement detail report. Process payment adjustments accurately and as needed due to discrepancies with child enrollments and/or child attendance. Reports and documents audit findings and provide technical assistance to providers.

- Performs audits of source documentation and attendance as required for internal audits, local, and State monitoring for both SR and VPK programs.
- Analyzes information from various sources for potential payment adjustments. Makes determinations based on established criteria and program rules, and accurately processes the final adjustment(s) as requested. Reports any discrepancies as necessary.
- Provides technical assistance to childcare providers using various communication methods. Documents provider contacts in the EFSMOD system following established procedures.
- Stays abreast of changes in State rules and regulations related to SR and VPK programs and participates in training sessions as requested by the Manager.
- Attends agency and department meetings as requested by the Manager.
- Presents at Provider Training Sessions and assists in developing training materials as requested by the Director or Manager.
- Takes part in the Agency's Continuous Quality Improvement Program.
- Performs other duties as assigned.

### **Customer Service Support**

- Provides exceptional customer service to internal and external customers including School Readiness (SR) and Voluntary Pre-kindergarten (VPK) providers and other Agency staff.
- Effectively addresses concerns and issues related to SR/VPK attendance and reimbursement and resolves provider inquiries timely and professionally.
- Provides clear and helpful information to childcare providers through various means, and documents provider contacts.
- Fosters a positive relationship with childcare providers and contributes to the overall success of the reimbursement process and program compliance.

(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.)

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### **Qualifications:**

- Demonstrated understanding of the structure and content of the English language, encompassing word meaning, spelling, rules of composition, and grammar. This proficiency is essential for preparing and comprehending documents and correspondence.
- Knowledge of and proficiency in mathematics and bookkeeping, enabling accurate calculations and financial record-keeping.
- Ability to perform mathematical calculations and acquire knowledge of eligibility data for applicants, demonstrating analytical capabilities.
- Capability to establish and maintain positive working relationships with colleagues and other professionals from external agencies.

- Aptitude for excellent organizational skills, including the ability to meet deadlines and work effectively under pressure.
  - Ability to operate a personal computer, with knowledge of various computer software applications, particularly in word processing, spreadsheet, and accounting database software (such as MS Word, Excel, and PowerPoint).
  - Flexibility to work nights, weekends, and holidays as needed to fulfill job requirements.
  - Ability to establish and maintain positive working relationships with other employees.
  - Ability to maintain a cooperative working relationship with a variety of constituents.
  - The employee is frequently required to stand, walk, stoop, and kneel. The employee might be required to lift and or move up to 30 pounds. Specific vision abilities required by this job include close vision and distance vision.
  - Ability to solve problem and deal with a variety of variables.
  - Must possess a valid Florida Driver's License with ability to travel to and from work, make participants visits and to travel to off-site locations.
  - Ability to work and communicate effectively with people from various multi-cultural backgrounds and socio-economic levels.
  - This position requires interaction with children birth to five years of age at coalition community and volunteer events.
  - This position will require remote/hybrid 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 provide the address for your Telework location.
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**Education and Experience:**

- Bachelor's degree in accounting, Business Administration, or a related field from an accredited college or University.
- One (1) year of experience in accounts payable, bookkeeping, or a related accounting function.
- One (1) year of experience in customer service.
- Experience in compliance and auditing is preferred.
- A comparable amount of training, education, or experience may be considered as a substitute for the specified minimum qualifications.
- Bilingual preferred – knowledge and ability to communicate in English, Spanish and or Creole language both verbally and in writing beneficial.

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

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