

JOB DESCRIPTION

POSITION TITLE: Finance Specialist
FLSA STATUS: Non-Exempt
PAY RATE: \$15.50 to \$16.25 per hour
DEPARTMENT: Finance
DATE: June 28, 2018

POSITION SUMMARY

The **Finance Specialist** assists with processing VPK provider payments and reporting requirements for the assigned program, including data entry, processing of monthly attendance rosters, reconciliation of disbursements and timely response to provider payment related requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review provider attendance rosters for accuracy and completeness
- Enter reimbursement/provider payment data into the Office of Early Learning system
- Research, review and process adjustments for provider payments
- Run monthly financial reports as needed
- Compiles and computes provider payments
- Process terminations as requested
- Prepares and uploads monthly reimbursement reports in the provider portal, and any other necessary forms
- Communicates effectively with child care providers to ensure optimal customer service
- Acknowledges, researches, and responds to questions received from child care providers
- Any other duties as required

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

A high school diploma or GED and a minimum of one year of experience in data entry

REQUIRED SKILLS AND ABILITIES

- Proven, high quality customer relationship skills
- Ability to work collaboratively
- Excellent verbal and written communication skills
- Knowledge of Microsoft Office products



- Solid ability to analyze situations carefully and adopt appropriate courses of action
- Strong attention to detail
- Strong organizational and time management skills
- Ability to adapt to changing situations and priorities
- Skilled in maintaining confidentiality and discretion with regard to client information
- Interact as part of a team by exhibiting dependability, cooperation, initiative, and punctuality
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.

Work Environment: This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers, and scanners. While performing the duties of this job, the employee frequently interacts with staff, providers, and the general public via telephone, email, or in person.

Physical Demands: While performing the duties of this job, the employee will be required to sit for prolonged periods of time, at a desk, utilizing a computer to review online paper documents. The employee will also be required to lift and move up to 25 pounds.

Position Type and Expected Hours of Work: This is a full-time position. Standard hours of work are Monday through Friday, 8:30 a.m. to 4:30 p.m. (37.5 hour workweek); however, evening and weekend hours will be required as needed.

The statements in this Job Description are intended to describe the general nature and minimum level of work required. The content should not be construed as a complete list of all duties, responsibilities and skills required to meet the criteria for this position. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.