

## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Reimbursement Specialist</b>
<b>FLSA STATUS:</b>	Non-Exempt
<b>PAY RATE:</b>	\$16.41 per hour
<b>PAY GRADE:</b>	N1
<b>DEPARTMENT:</b>	Finance
<b>DATE:</b>	April 3, 2019

### POSITION SUMMARY

The Reimbursement Specialist assists with processing Voluntary Pre-kindergarten (VPK) and School Readiness (SR) provider payments and reporting requirements for the assigned program, including data entry, processing of monthly attendance rosters, reconciliation of disbursements, and ensuring a timely response to provider payment related requests. This position works closely with all team members and childcare providers.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review provider attendance rosters for accuracy and completeness
- Enter reimbursement/provider payment data into the statewide database
- Research, review and process adjustments for provider payments
- Generate monthly financial reports
- Compiles and computes provider payments
- Process terminations as requested
- Review monthly VPK and SR sign in and out sheets, checking samples for accuracy
- Prepare and upload required documentation
- Communicates effectively with childcare providers and team members to ensure optimal customer service
- Resolve questions from childcare providers in a timely, efficient and professional manner
- Perform other duties necessary as assigned

### SUPERVISORY RESPONSIBILITIES

None.

### QUALIFICATIONS

- High school diploma or equivalent with a minimum of one year data entry experience

- Bilingual (English-Spanish) preferred
- Proven, high quality customer relationship skills
- Ability to work collaboratively in a fast-paced, deadline driven environment
- Knowledge of Microsoft Office Products
- Solid ability to analyze situations carefully and adopt appropriate courses of action
- Strong attention to detail, organizational and time management skills
- Skilled in maintaining confidentiality and discretion regarding client information
- This position requires successful completion of the level 2 background screening standards as set forth in s. 435.04, F.S.

### **Physical Activity/ Work Conditions**

- **Work Environment:** This job operates in a general office setting. This role routinely uses standard office equipment such as computers, phones, copiers/fax machines. While performing the duties of this job, the employee frequently interacts with staff, vendors, and the public in person and via telephone and email.
- **Physical Demands:** While performing the duties of this job, the employee will be required to sit for prolonged periods, at a desk, utilizing a computer and reviewing online and paper documents. The employee will also be required to lift and move up to 25 pounds and occasionally lift and move up to 50 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.

*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. Early Learning Coalition of Hillsborough County does not discriminate against employees or clients based on race, color, religion, gender identity or expression, sexual orientation, national origin, age, disability, marital status, familial status or any other characteristic protected by Federal and State law. The coalition will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990, as Amended (ADAAA). We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, or any other basis protected by applicable federal, state or local law.*

**This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implies or otherwise, other than an “at will” relationship.**