



JOB DESCRIPTION

“Connecting Families to Quality Early Learning”

Program: Early Learning Resource Center

Job Title: ELRC Provider Accountant Clerk

Reports to: Budget / Finance Manager

Status: Non-Exempt

Job Summary: Responsibilities include monthly invoice processing of an assigned provider caseload, process payments timely and build a working relationship with your providers.

Examples of Essential Duties and Responsibilities:

- Maintains a thorough knowledge of required policies, procedures, and regulations.
- Informs Budget & Finance Manager of identified problems with provider invoices to determine recommended corrective actions.
- Respects and maintains confidentiality with regard to program, clients, and staff.
- Maintains Provider Invoice Files.
- Collaborates with Budget/Finance Manager, Assistant Director, and Director to ensure accurate and timely provider payments.
- Communicates with Family specialists and providers regarding the enrollment of children.
- Uses PELICAN for tracking information and producing invoices.
- Collaborates with Family specialists to ensure accurate processing of child accounts.
- Answers and directs telephone calls to appropriate personnel and records messages.
- Works with the Budget Finance Manager to ensure invoices are processed per OCDEL timelines.
- Maintains a good working relationship with parents, providers, co-workers, other agencies and entities to ensure that the program is well received in the community.
- Attend workshops, seminars, conferences, meetings, and trainings with overnight travel occasionally required.

Perform routine office tasks necessary for the operation and presentation of a professional office.

Qualifications: This position preferably requires a minimum of an Associate Degree and previous experience working and/or interacting with clients and knowledge of administrative practices and procedures, or any combination of education, training, and experience sufficient to demonstrate possession of the required knowledge, skills, and abilities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:



- Strong customer service skills
- Ability to communicate effectively and work productively and collaboratively with employees, government agencies, service providers, program participants, human service organizations, educational institutions and other key partners in a positive, professional, and pleasant manner in writing, by phone and in personal contacts
- Ability to maintain a high level of confidentiality and sensitivity in all working relationships
- Ability to organize, prioritize and establish schedules to accomplish program goals and evaluate the delivery of service and program objectives
- Ability to maintain complete, accurate and accessible files and records
- Working knowledge of personal computers and networked systems and their use and application for database management, tracking and reporting in a human services or similar environment
- Working knowledge of Microsoft Office Suite, including but not limited to Word, Excel, Access, PowerPoint, Outlook and Publisher components
- Ability to plan, organize and carry out assignments and responsibilities on time, correctly, in a professional, effective, efficient and independent manner

OTHER REQUIREMENTS:

- This position includes the normal physical demands associated with work in an office environment, including lifting, bending and carrying; and travel to other facilities within the region.
- This position requires availability and flexibility to participate in services, programs and activities during regularly scheduled workdays, evenings and weekends