



JOB DESCRIPTION

Title: Reimbursement Specialist

Salary Range: \$15.00 - \$25.00

Status: Non-Exempt

Reports to: Finance Supervisor

Summary of Responsibilities:

This position is responsible for data entry into multiple systems:

- DEL (Division of Early Learning) Portal - Reimbursement records for School Readiness and VPK (Voluntary Pre-Kindergarten)
- SAMIS (Services and Activities Management Information System) – Maintaining the database of applicants eligible for benefits

Assist in maintaining provider contracts; ensuring compliance with all required documentation

A large part of our organizational duties pertains to outreach which consists of assisting families in the office and families in our communities. Therefore, participation in our outreach events is required of all employees. This not only helps our families but builds our efforts as a united team at the ELCIRMO (Early Learning Coalition of Indian River, Martin and Okeechobee Counties).

Essential Job Functions:

- Processing monthly reimbursements, adjustments and terminations for School Readiness and VPK providers
- Prepares, scans and mails provider reports and notices.
- Assist providers with monthly data entry.
- Monitors attendance by reviewing provider sign-in/out sheets to determine discrepancies with provider payments and referring potential fraud cases for further investigation.
- Mails vendor payments
- Serves as a customer service role model to ensure a positive relationship in interactions with all providers.
- Other duties as assigned.

Essential Knowledge, Skills and Abilities:

- Ability to work with mathematical concepts.
- Attention to detail and a high degree of organization are required.
- Basic computer skills, further knowledge of Microsoft Office Suite encouraged
- Knowledge of office procedures and equipment including the application of electronic data processing and working in a web-based environment
- Ability to understand and apply applicable rules, regulations, policies and procedures
- Ability to express ideas effectively verbally and in writing
- Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, gender, or disability

Qualifications:

- Associates degree in Business or related field with at least three years progressive experience with data analysis and process management is required; or an equivalent combination of related education, training, and/or experience.
- Must possess valid Florida driver's license with no record of criminal driving offense or license suspension.
- Must successfully complete a Level 2 background screening

Essential Physical Skills:

- Ability to sit at a desk for extended periods of time while performing job functions.
- Ability to operate a keyboard, or similar data entry device for extended periods.
- Frequently required to use hands to finger and arms to handle, feel and reach for items.
- Ability to bend, kneels, and stoops for retrieving supplies and miscellaneous items.
- Must possess auditory, verbal and visual capabilities in order to adequately communicate via phone and in person.
- Must be able to lift, push, pull and carry up to 15 pounds.

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

Environmental Conditions:

- Office environment with occasional increased noise levels
- Occasionally outdoors for events

EOE/DFWP

Employee Signature

Date

Supervisor Signature

Date