

Job Description: Subsidy Reimbursement Support
Focus: Subsidy
Department: Supporting Early Education and Development Department
Last Revised: 11/2019

Definition

This position is responsible for processing childcare provider timesheets per accounting procedures in the Supporting Early Education and Development (SEED) Department. Subsidy reimbursement support screens incoming timesheets for accuracy and processes reimbursement payments to childcare providers in a timely manner. This position will also assist in the maintenance of provider files as well as providing clerical support.

This is a full-time position accountable to the Subsidy Reimbursement Coordinator.

Supervision Exercised

No supervision is exercised.

Duties

- Screen all provider timesheets for accuracy, and reject any timesheets that do not meet the acceptable standard.
- Data entry on timesheet issues for tracking purposes.
- Complete provider reimbursement through computerized program by timely and accurately processing timesheets, batches and weekly draws.
- Audit the time and attendance entered in the computer program for accuracy.
- Collate invoices, stuff envelopes and mail checks to providers in a timely manner upon receipt of State funds.
- Investigate and resolve client/provider inquiries concerning reimbursements, documenting pertinent provider issues/resolutions and department actions taken with a childcare provider as needed working with SEED staff when necessary.
- Assist in updating and maintaining the SEED Subsidy Reimbursement Policy and Procedure Manual.
- Maintain provider files, filing checks and timesheets, and provider final reimbursement reports on a monthly basis.
- Attend and participate in department/agency staff meetings and other events as needed.
- Provide backup support and coverage to the finance department and front desk as needed.
- Set annual goals and objectives related to specific job function.
- Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives; contribute to the success of these areas.
- Perform other tasks as assigned.

Minimum Qualifications Needed

Knowledge of

- Windows based computer software programs.
- Basic knowledge of spreadsheet accounting programs.
- Basic mathematics.
- An understanding of the problems facing children, youth and families.

Ability to

- Communicate in a positive, friendly manner to public and co-workers.
 - Handle challenging or confrontational providers or clients.
 - Meet stringent timelines while maintaining a high level of accuracy and following detailed procedures.
 - Clearly communicate ideas and information through written and verbal means.
 - Adapt to changing software needs or requirements of the subsidy program.
 - Maintain confidentiality of client/agency information.
 - Investigate and resolve payment-related issues.
 - Seek information to troubleshoot software/accounting problems.
 - Learn childcare business practices.
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Special Requirements

- Able to use office equipment (phones, fax, copier, 10-key calculator, mail meter, etc.)
- Bilingual preferred.
- Must possess reliable transportation to get to and from work.
- Must possess a valid Nevada driver's license and proof of insurance if utilizing personal vehicle for company business.
- Must be able to lift and carry up to 25 lbs. (must move boxes of files); repetitive key stroking (inputting data; creating and answering e-mails); able to sit for up to 2 hours at a time; fine motor skills to stuff envelopes, create packets, and copy).
- May require some occasional evening and weekend work.

License or Certificate

- Able to pass complete background check.

Benefits

- Eligible to receive Children's Cabinet benefits for full-time staff.
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