



EARLY LEARNING COALITION
OF POLK COUNTY
Heart of Education

Reimbursement Manager

The Coalition is seeking a fiscal person who will be responsible for the accurate payment/reimbursement of contracted childcare providers. This position serves as the liaison between the Coalition and providers regarding the payment for services, while reporting to the Chief Financial Officer, state and federal funding sources, as well as private grantors. The Reimbursement Manager supervises the reimbursement staff and oversees all activities pertaining to childcare provider payments.

This professional is directly responsible for overseeing the School Readiness and Voluntary Prekindergarten payment processes. This position will be responsible for overseeing the attendance processing and ensuring the Coalition's contracted providers are paid on time. The Reimbursement Manager must have advanced computer skills, including proficiency with accounting software and Microsoft Office Suite, with a heavy emphasis on Microsoft Excel. The Reimbursement Manager will be required to use the state's Enhanced Field Service (EFS) database and the Coalition's accounting software in the processing and reconciliation of the provider payments in compliance with all Coalition grant requirements and federal and state regulations.

This management professional will work with Department Heads and Managers, as appropriate, to ensure accurate payments and records are maintained. The Reimbursement Manager must be available to work a flexible schedule, including occasional weekend/evenings as required. The position requires a valid Florida driver's license, availability of an automobile during work hours and the ability to travel locally or regionally for meetings, training and other job-related activities or functions.

BA/BS degree in Management, Finance, or Accounting, or a BA/BS degree in another field of study with related work experience is required. Direct experience with processing payables on a large scale is required. Experience in EFS Mod or Community Brands/MIP non-profit accounting software is a plus.

An application is available on the website (www.elcpolk.org). Send resume and signed application to:

hr@elcpolk.org

The Early Learning Coalition of Polk County is a Drug free Workplace.

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.

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