



JOB DESCRIPTION

PROVIDER REIMBURSEMENT SPECIALIST

Under the supervision of the child care services supervisor (Provider Services), the provider reimbursement specialist shall be responsible to:

1. Prepare and process child care provider subsidized reimbursements and adjustments in a timely manner to meet various reimbursement deadlines.
2. Reconcile child care attendance records for child care reimbursement according to certified days and approved hours of enrollment, including all applicable parent fees.
3. Prepare standard state and county programs child care attendance records for management information systems, auditing requests, end of month reports, and fiscal reports as required.
4. Compile and tabulate raw data for statistical applications and projections of costs and child's days of enrollment.
5. Compile, batch, and maintain accurate provider reimbursement records in the current subsidy database software program.
6. Advise the pertinent case specialist or supervisor of any deviations from the required Notice of Action, Notice of Communication, or child care attendance.
7. Inform of and assist supervisor with provider claims disputes and of issues involving agreement non-compliance by subsidy providers.
8. Ensure that program records are maintained in compliance with the reporting and auditing requirements of each funding source.
9. Assist subsidy providers with the proper completion of child care attendance records and other required program forms and documents.
10. Verify child care subsidy enrollment information within the current subsidy database software program as needed.
11. Assist provider agreement unit with other duties as needed.
12. Other duties as assigned.

EMPLOYMENT STANDARDS

Required Education and Experience:

- High school graduate or equivalent.
- Minimum two years' experience in a bookkeeping, accounting, or a highly responsible clerical position which included data entry.
- *Two years' college coursework in the accounting or related area may substitute for one year of the required experience.*

Preferred Criteria: Fluent bilingual English/Spanish skills.

Knowledge and Abilities: Ability to operate a ten-key calculator. Knowledge of Windows environment including Word and Excel. Sensitivity to multi-cultural, low income, and disadvantaged families. Ability to maintain effective working relationships with providers, the general public, and agency staff. Ability to identify problem areas in reimbursement procedures and to assist in resolving them.

Physical Abilities: Ability to effectively use hands and fingers in the use of computer keyboard and other office machines and for completing required paperwork. Ability to clearly see and comprehend detailed documents and reports. Ability to sit at workstation and review a large volume of data for prolonged periods of time.

License or Other Requirements: Must submit to a pre-employment, job pertinent, agency-paid physical examination. Employment is conditional pending satisfactory results of physical examination.

Provider Reimbursement Specialist II

The following minimum experience and job proficiency is required to be hired as or promoted to a **provider reimbursement specialist II** and assigned the additional responsibilities noted below.

Experience: Potential new hires must possess a minimum of three years' successful experience processing child care provider reimbursements for a California Department of Social Services subsidized child care and development program. Current employees hired as a provider reimbursement specialist I must meet all identified core job proficiencies.

Additional Responsibilities: Process above-average caseload per month regardless of complexity level; may process special programs cases; assist with new peer training.