

Job Summary:

To provide information and assistance regarding subsidized child care to families and child care providers; collect, enter and maintain related data and calculate, invoice family fees, collect, post and reconcile payments.

Essential Functions:

- Collect, enter and maintain data in computerized data management systems for child care referrals (NACCRAWARE), the Centralized Eligibility List (KinderWait), provider payment processing (KinderTrack), Trustline, and registration for conferences and workshops,
- Review collected data to locate missing information and make corrections as necessary before entering into the database.
- Perform periodic reviews of database to ensure accuracy of data entered.
- Monitor systems for malfunctions; report problems to appropriate personnel.
- Provide staff, parents, providers and the general public with information and other assistance pertaining to child care.
- Generate and receive attendance sheets; audit for accuracy and return for correction if needed. Enter attendance sheet tracking information into computerized data management system and forward to Business office for payment.
- Calculate and invoice family fees. Collect, post and reconcile payments. Submit deposits.
- Provide Centralized Eligibility List training and technical assistance to contracting agencies.
- Retrieve information from data management systems for use by management staff and other agency personnel.
- Resolve problems and discrepancies related to family fees and attendance sheets.
- Assist with inventory of supplies and materials.
- Create a variety of materials, such as Requests for Warrants, Purchase Order Requisitions, Notices of Action, fee statements and reports as required; operate a variety of office machines.
- May translate written materials from English to Spanish, or Spanish to English.
- Typing, filing, processing mail, answering telephones and general office work required.
- Perform related duties as assigned.
- Receives general supervision from assigned supervisor.

Knowledge and/or Abilities:

- **Abilities to:**
 - Type 45 correct wpm
 - Operate standard office machines, such as calculator and computer
 - Make arithmetic calculations quickly and accurately
 - Read, interpret and apply Centralized Eligibility List Policies and Procedures
 - Analyze situations accurately and develop an effective course of action
 - Establish and maintain effective working relationships with staff, families and other agency personnel.
 - Use patience, tact and respect when dealing with people of various socioeconomic and cultural backgrounds.
 - Communicate effectively, both verbally and in writing.
 - Prioritize workload and manage deadlines.
 - Ability to speak, read and write in Spanish is preferred.
- **Knowledge of:**
 - Data Entry
 - Data Verification
 - Microsoft Windows
 - Microsoft Access, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher
 - Basic bookkeeping practices and procedures

Working Conditions and Physical Abilities: Office environment; Will occasionally travel using personal vehicle for work related activities; Moderate noise level; Sitting extended periods of time; Regularly lift and move up to 25 pounds, and occasionally lift and move up to 50 pounds; Reaching above the shoulders and horizontally to retrieve items; Regular bending, stooping, and crouching

Education and Experience Required:

- High school diploma or equivalency and two years of experience in the data entry field.
- An Associate's Degree in Business or related field is desirable.

Certificates, Licenses, Clearances Testing and/or Bonding Required:

- Valid California Driver's License.
- Department of Justice and FBI Fingerprint Response.

FLSA Status: Non-Exempt

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.