MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Coordinator of Fiscal Child DATE: May 21, 2003
Care Information Services REVISED: August 13, 2014

REPORTS TO: Director of Child Care APPROVED BY: Board of Directors

Information Services

JOB SUMMARY: Utilize Department of Public Welfare funds and statewide

software to ensure fiscal accountability and integrity when paying child care providers. Work in conjunction with the Midwestern Intermediate Unit IV's policies and procedures to ensure compliance to its fiscal practices and employee

standards.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Complete the entire provider invoicing process including verifying attendance reports, preparing purchase orders and distributing provider payments.

- 2. Develop and utilize basic knowledge of regulations of the subsidized child daycare program such as PA Code, Chapter 55, Section 3040.
- 3. Maintain and update individual child accounts.
- 4. Complete childcare fiscal management system reports.
- 5. Assist in the creation of reports for submission to the Department of Public Welfare.
- 6. Enroll children in daycare facilities, determining rate, noting file, and sending service authorization agreements.
- 7. Maintain attendance of children and communicate with staff regarding the status.
- 8. Review and monitor system reports to ensure accuracy of information in system and to ensure proper payment and enrollment information.
- 9. Assist in the absence of other staff members with supervision, resource and referral and answering phones.
- 10. Send correspondence to providers regarding fiscal matters.
- 11. Attend various training seminars on statewide system software and policies.
- 12. Perform other duties as assigned by the Director of Child Care Information Services.

OUALIFICATIONS:

- Three (3) years experience in school accounting and/or public accounting required
- Bachelor's degree in Business Administration required
- Knowledge of Public Welfare guidelines

- Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- · Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to mostly sit with some walking and standing or moving throughout the work environment

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Must be able to work in an environment with frequent interruptions
- Able to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various office equipment
- Must possess business and office management skills
- Must appropriately handle confidential information

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)