Head Start & Early Learning Programs
Job Description

Position: Billing and Accounts Receivable Coordinator
Work Site: 393 Main St., Greenfield
Hours Per Week: 37.5
Supervisor: Director of Business Operations
Status: Non-Exempt

Job Summary
Coordinate EEC enrollment and billing activities to ensure accurate billing to the State and enrolled families. Monitor, track and report all parent fee activities to maximize revenue collections and to stay in compliance with EEC Financial Assistance regulations; create and process Family Child Care Educator payments; enter daily attendance for EEC billing and other related tasks, as assigned.

Education, Experience and Qualification
High School diploma and 5 years related experience or AA in related field and 3 year related experience or BA/BS in related field and 3 months related experience

Essential Requirements
Must be proficient utilizing Microsoft Excel and Word, have excellent communication, organizational, and problem-solving skills, be comfortable working in fast-paced, deadline driven environment, and have the ability to work independently and as a member of a team. Be or quickly become knowledgeable and remain current with: Massachusetts Early Education and Care (EEC) Financial Assistance rules and regulations, policy guides, memos and other communications as they pertain to HS & ELP operations, HS & ELP enrollment processes, Community Action fiscal policies, procedures and systems.

Responsibilities
- Work closely with HS & ELP EEC Enrollment Counselors and CA Fiscal Office to ensure accurate, timely invoices and billing to State are processed
- Monitor EEC parent fee payments to ensure families stay current
- Communicate with families who are not current, i.e. phone calls, reminder letters
- Create and monitor payment plans with families as needed
- Issue fiscal terminations for non-payment and notify appropriate staff
- Actively pursue collections from terminated families
- Initiate small claims proceedings for collections if needed
- Generate A/R aging and activity reports to Director of Business Operations monthly, and as requested
- Create and process accurate, timely, weekly payment vouchers for subcontracted Family Child Care Educators
- Enter family child care attendance records in CCFA system
- Assist Business Operations Coordinator with HS & ELP Purchase Order issuance
- Serve as a back up and assist EEC Enrollment Counselors as needed
- Relate in a professional manner and maintain good in-house relationships with all staff, children, families, vendors, community partners, and FCC Educators.
- Abide by all of the conditions pertaining to the authorization to operate Community Action vehicles or the operation of a privately owned vehicle on Community Action business
• Attend all appropriate program workshops and meetings
• Adhere to all Agency and Program standards of conduct, including confidentiality policies
• Other related tasks, as assigned

Physical Demands and Work Environment
The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to sit for long periods of time, use a keyboard and computer, and talk on the phone. The employee must occasionally lift and/or move up to 20 pounds. The employee must have the ability to drive a personal vehicle and program vehicles, as needed. The noise level in the office is usually quiet.

This list of responsibilities is not meant to be all-inclusive and may be adjusted to meet the operational needs of the agency. Employment is contingent upon the following: a satisfactory Background Record Check (BRC) which includes Criminal Offender Record Investigation (CORI), Department of Children and Families (DCF) background check and effective September 1, 2013 a Sex Offender Registry Information (SORI) and fingerprinting-based national and state criminal history check. BRC and fingerprinting-based national and state criminal history check is to be completed every three years. In addition, employment is contingent on evidence of physical exam within the past year, plus verification of MMRs. Documentation of subsequent physical exams must be submitted every 2 years.

11/2016