

Compliance Specialist

Description: *POSITION OBJECTIVE*

Provide support to the customers of Early Learning Coalition of The Emerald Coast (ELC-EC) by completing duties related to attendance, contracting and compliance monitoring.

- Duties:**
- Reviews provider profiles in statewide data system to ensure all components for contracting are met;
 - Approve provider profiles;
 - Review VPK provider applications for calendar and teacher credentials;
 - Monitor providers monthly to ensure all license, accreditations, and insurances are valid and in date;
 - Notify providers when updates are required;
 - Monitor providers monthly for violations and notify provider and appropriate ELC staff when corrective action plans are needed;
 - Process provider attendance in the statewide data system;
 - Review sign in/out sheets for completion and ensure they match the attendance marked in the statewide data system-notify providers when incorrect and provide technical assistance;
 - Completes prior period adjustments as necessary in the statewide data system;
 - Conducts on site compliance monitoring for providers as assigned by supervisor;
 - Assists Family Services Specialists in verifying enrollment matters including VPK program hours;
 - Maintain provider files (electronic) to ensure all required documentation is complete and accurate;
 - Completes PARS monthly-understanding and applying activity to appropriate funding sources and Other Cost Accumulators (OCAs);
 - Provides technical assistance to all providers as necessary;
 - Researches, pulls, and reviews documentation related to department activities
 - Assists in development and implementation of goals, policies, priorities and procedures related to assigned department;
 - Maintains and Updates position manuals as directed;
 - Attends all necessary training for statewide data system use to stay proficient with the ever changing technology and functionality of the statewide data system;
 - Uses Excel at intermediate level to track and maintain reports from statewide data system;
 - Provides excellent customer service and support to all providers;
 - Provides Audit Support; and
 - Participates in ELC-EC conducted trainings, activities, and work assignments outside regular business hours, including holidays, weekends, and evening events as assigned by coalition management.

This list of essential functions is not intended to be inclusive. The ELC-EC reserves the right to revise this job description as needed.

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Qualifications: *MINIMUM QUALIFICATIONS*

REQUIRED:

- Associate degree in business administration/related field or equivalent experience;
- Two (2) or more years of administrative and/or accounting experience; and;
- Basic Excel skills.

PREFERRED:

- Bachelor's degree in business administration or related field;
- Four (4) or more years of administrative and accounting experience in governmental or non-profit fund accounting, and;
- Intermediate or Advanced Excel skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work and communicate with people from various multi-cultural backgrounds and socio-economic levels;
- Ability to follow oral and written instructions;
- Ability to work under pressure and meet deadlines;
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems;
- Ability to perform mathematical calculations;
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar;
- Demonstrates effective time management skills;
- Ability to read, understand, and apply appropriate rules and regulations;
- Suitable experience with Microsoft Office Suite: Word, Excel, PowerPoint, and Outlook;
- Must have excellent interpersonal, communication (both verbal and written) and organizational skills;
- Strong customer service skills;
- Ability to work collaboratively in a team-oriented environment;
- Ability to effectively prioritize tasks;
- Ability to work with minimal or no supervision; and,
- Ability to work scheduled hours and willingness to work additional hours as needed.

- Other Requirements:**
- Ability to maintain confidentiality with highly sensitive information;
 - Attends work related staff meetings and workshops as directed;
 - Participates in ELC-EC collaborative efforts as needed;
 - Follows the ELC-EC policy and procedure on reporting abuse and/or neglect;
 - Promotes and follows safety policies in the workplace;
 - Valid driver's license, appropriate insurance (or signed non-driver affidavit) and reliable transportation;
 - Must maintain Level II Background Screening;
 - May be subject to drug tests;

 - Maintains a professional, well-groomed appearance;
 - Enhances organization's reputation by accepting ownership for accomplishing new and different requests;

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- Explores opportunities to add value to job accomplishments, and;
- Contributes to team effort by accomplishing other various duties as assigned.

Physical Demands: Physical demands described are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;

- Regularly required to stand or sit for long periods of time, walk, use hands and fingers, to handle or feel; reach with hand and arms, climb and/or balance, stoop, kneel, crouch or crawl, talk and hear;
- Must be able to lift and/or move up to 20 lbs; and
- Specific vision abilities required by this job may include close vision and ability to focus for long periods of time.

Work Environment: Work environment characteristics are representative; reasonable accommodations may be made to ensure individuals with disabilities to perform essential functions;

- May be exposed to outside weather conditions;
- Temperature in the buildings may fluctuate;
- Children are present during normal operating hours; and,
- May require overnight travel.

Pay Rate: 12.55 Hourly

Location(s):	<input checked="" type="checkbox"/> Shalimar <input type="checkbox"/> Crestview	Department:	Program Services
Effective Date:		Exempt/Non-Exempt:	Non-Exempt
Employment Type:	Full Time	Reports To:	Director of Operations