



# Las Vegas Urban League

## Job Description

**Job Title: Reimbursement Assistant**

**Date Prepared: 7/18/2016**

**Department: Early Childhood Connection**

**FLSA Status: Non-Exempt**

### **Job Summary:**

The Reimbursement Assistant will process payment for providers within a 30 business day deadline. The Reimbursement Assistant will be responsible for working side by side with the providers, clients and coworkers, performing the responsibilities assigned. The Reimbursement Assistant is expected to be a self-starter, display a positive attitude and excellent customer service, following the S.M.A.R.T. Philosophy exhibited throughout the LVUL Early Childhood Connection.

### **Supervision Received:**

The Reimbursement Assistant works under the direct supervision of the ECC Reimbursement Manager, will receive support from the Lead Reimbursement Assistant, and are under the general direction of the Director of the Early Childhood Connection.

### **Probationary Period: 6 months**

### **Essential Duties and Responsibilities:**

Screen all provider time sheets for required information.

Prepare Returned Reimbursement and make phone calls for time sheets needing correction and/or deemed non – reimbursable.

The Reimbursement Assistant will be trained to process provider time sheets in the Nevada Child Care System (NCCS).

Upon entering time sheets into the system ensure data is accurate and valid, based on the issued certificate.

Assist in answering provider phone calls and researching provider reimbursement problems. Use S.M.A.R.T. customer service when communicating with providers, clients and co-workers.

Maintain licensed provider files, updating rates, licenses and other required documents.

Must be able to file monthly billing and assist in the yearly archiving of these documents.

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Pull back up documents for Quality Control State Audits on a monthly basis.

Attend and participate in department/agency staff meetings and other events as needed.

Set annual goals and objectives related to specific job function.

Achieve an understanding of agency mission, strategic focus areas and overall goals and objectives; contribute to the success of these areas.

May be requested to work overtime as needed.

Perform other tasks as assigned.

## **Skills and Abilities Required:**

Communicate in a positive, friendly manner to public and co-workers. Handle challenging or confrontational providers or client phone calls. Meet 30 business day deadlines while maintaining a high level of accuracy and following detailed procedures. Clearly communicate ideas and information through written and verbal means. Adapt to changing software needs or requirements of the Early Childhood Connection. Maintain confidentiality of client/agency information. Investigate and resolve payment-related issues. Seek information to troubleshoot software/accounting problems. Learn childcare business practices by reading the State Policy Manual and Provider Services Procedure Manual given upon hire.

## **Education, prior work experience and specialized skills and knowledge:**

High School Diploma or GED required. One (1) year of accounts payable and payroll experience with a general understanding of basic accounting principles is necessary.

Must have experience with Microsoft Office Excel, Word, and Outlook, accounting information systems and filing process. Time management, organizational communication and file maintenance skills are required.

This position will involve working alone on the computer, collaborating as part of a team, working closely with others by computer (via email), over the phone and in person.

## **Physical environment/working conditions:**

Requires the ability to exert a normal amount of physical effort in sedentary to light work involving moving from one area of the office to another; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry and the use of office equipment and supplies.

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**Equipment/machinery used:**

Personal computer, fax machine, printer, calculator and other office equipment.

By signing below, you are acknowledging that you understand what this position entails.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For HR Use Only**

Name: \_\_\_\_\_ Title: \_\_\_\_\_