



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GREATER VALLEY YMCA JOB DESCRIPTION

Job Title: **Billing Specialist-Child Care**
Status: Full-Time (Exempt)
Reports to: Branch Executive Director

Department: Child Care
Revision Date: 3/22/19

POSITION SUMMARY:

This position supports the work of the Y, a leading non-profit committed to strengthening community through youth development, healthy living and social responsibility. Responsible for all facets of child care billing including registration procedures, ProCare, CACFP, Title XX, reconciliation, collections, record keeping and relationship building. Ensures compliance in accordance with DHS regulations and PA Keystone STARS guidelines.

ESSENTIAL FUNCTIONS:

1. Manages the child care and camp operating system (ProCare) utilizing all facets of the billing system to ensure accurate billing is established and payment plans are monitored.
2. Enters CACFP information and reconciles receipt of payments for proper departmental distribution.
3. Manages third party billing (Title XX) and reconciliation for children that qualify for this program including all attendance changes and records.
4. Generates appropriate weekly/monthly reports for child care and camp registration and billing including the management of outstanding accounts receivable and collections.
5. Compiles program statistics including enrollment numbers and waiting lists.
6. Attends meetings as required (weekly/monthly, etc.) to maintain communication with Child Care team, VP of Child Care, Executive Director and CFO.
7. Performs other duties as assigned and in accordance with the planned Chart of Work.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Cultivates relationships to support fundraising for the branch/association.

Collaboration: Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors' communications to the appropriate audience.

Operational Effectiveness: Develops plans and manages best practices.

Personal Growth: Shares new insights. Facilitates change; models' adaptability and an awareness of the impact of change. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Associates degree in accounting, business or related field or equivalent preferred.
2. One to two years related experience preferred.
3. Excellent personal computer skills and experience with standard business software.

4. Effective communicator both verbal and written.
5. Outstanding customer service skills with the ability to multi-task.
6. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
7. Within 90 days of hire must complete CPR; First Aid; AED; Bloodborne Pathogens, Mandated Reported Training and DHS Health & Safety.
8. Understands the YMCA is a public accommodation committed to inclusion and compliance with the Americans with Disabilities Act (ADA).
9. Bi-Lingual (Spanish preferred).

WORK ENVIRONMENT & PHYSICAL DEMANDS:

The physical demands described here 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.

- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 30 pounds.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust.
- The noise level in the work environment is usually moderate.

SELF-MOTIVATION & INNOVATION:

To be able to accomplish the goals set forth in this job description, the incumbent will need to possess a *will to succeed*. "What can I do to advance the Y and help it become more successful?" should be the mind-set. The heart of the position will be the ability to look past "what is" and to see "what can/should be". A high level of self-motivation and innovation/creativity is required to be successful at this position.

EFFECT ON END RESULT:

Key indicators for the successful fulfillment of this position are measured by:

1. Proper billing is established for all children in child care or camp programs.
2. Decreased outstanding child care and camp accounts receivables to less than 30 days.
3. CACFP reimbursement is submitted on the last day of the month with reconciliation completed within 15 days.
4. Title XX reimbursement is submitted by last day of the month with reconciliation completed within 15 days.

Greater Valley YMCA-Allentown YMCA

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Allentown, PA 18102

P 610.351.9622

SIGNATURE:

I have read and understand the job description for my position at the Greater Valley YMCA. The above statements are intended to describe the general nature and level of work being performed by persons assigned to this position. They are not intended to be an all exhaustive list of all associated responsibilities, skills, efforts or working conditions. The Greater Valley YMCA reserves the right to change, amend, add, delete and otherwise assign any and all duties, responsibilities, and position titles as it deems necessary to meet the needs of the business.

Employee Printed Name: _____ Employee Signature: _____

Supervisor Printed Name: _____ Supervisor Signature: _____

Today's Date: _____