



Vendor Rates Coordinator

Requisition # ACC- VRC020723

Closing Date: Open Until Filled

Classification: Non-Exempt

Salary Range: \$18.64 - \$28.23/Hourly DOE

Purpose:

As part of the Accounting Department of Westside Regional Center, the Vendor Rates Coordinator (VRC) manages the Uniform Fiscal Systems (UFS) rate table. Under the direction of the Vendorization Specialist, this role will implement, process and manage all vendored rates in accordance with requirements as mandated by the Department of Developmental Services and Westside Regional Center.

Nature of Work:

- UFS vendor records for rates, generic rates, vendor and client specific rates
- General ledger accounts, Sub-coding and source coding and new projects.
- Working in collaboration with the WRC Accounting Department for changes or updates to vendor rates
- Maintaining back up documentation and proof of processing.
- Entering data information for rates on AS400 and Sandis programs.
- Working with the Vendorization Specialist to conduct rate audits for all vendor files.
- Responsible for maintaining the UFS Rate Table with any new yearly increases, updates, and deletions.

Requirements:

- Requires an associate degree and two years of responsible experience in customer service/finance or one-year Regional Center experience; additional experience may be substituted for the degree.
- Excellent written and verbal communication skills, plus the ability to establish effective working relationship with staff, providers and the public.
- Must be customer service driven with professional and accommodating demeanor.
- Demonstrated ability to exercise independent judgment and discretion as well as project ownership in the execution of all duties.
- Able to prioritize work flow and perform a variety of tasks in a timely and organized manner.
- Must have intermediate level computer skills, including Microsoft Word, Excel and Outlook, and the ability to learn new proprietary applications quickly.
- Reliability and proven ability to work well in a team situation with individual accountability to complete required tasks.
- Deadline-oriented; ability to adhere to appropriately established and mandated timelines.

This position is based in the office/onsite daily; however, remote work may also be available occasionally. This a full time, non-exempt role and hours may varies based on the needs of the Westside Regional Center.

Per California state mandate, the COVID-19 vaccination is required for all regional center employees. Proof of vaccination AND booster is required by at the time of hire; also, this position may be subject to weekly testing and other health and safety requirements.

WRC is an equal opportunity employer. Further, WRC will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.

Apply at Jobs-WRC@WestsideRC.org and reference the Requisition Number and Title in your email.