



Purchase of Service Manager

Requisition # ACCT-PSOM-081523

Closing Date: Open Until filled

Classification: Exempt

Salary Range: \$62,062.7488 - \$71,888.1249 Annually (DOE)

PURPOSE:

Managing all aspects of Accounts Payable and staff to ensure payments meet WRC requirements in a timely and efficient manner while supporting Accounting staff needs and vendor payment issues.

ESSENTIAL FUNCTIONS:

Department Contact/Liaison:

- Interface and resolve issues with WRC management, service coordinators, vendors and families that involve unauthorized or approved services.
- Act as liaison for incoming general accounting calls.

Fee Programs and Co-Pay Reimbursement:

- Monitor FCPP, AFPP, parental fee program by providing training to staff, interfacing with families and vendors through letters, calls and emails leading to resolution of the process for each family.
- Correspond with DDS regarding changes, updates and reports specific to fee programs.
- Evaluate requests for Co-Pay reimbursement.
- Maintain documentation for fee programs and provide upon audit requests.

Deposits:

- Identify and deposit all cash receipts into WRC accounts daily or as necessary.

Document Storage & Retrieval:

- Identify and secure all required documents currently stored off-site with Iron Mountain storage service as requested during audit sessions.
- Request document retrieval and coordinate all pick up and delivery of Accounting documents with Iron Mountain storage facilities as required by Accounting staff.

Accounts Payable and Authorizations:

- Assist in problem solving by presenting information to Director of Finance and Accounting Manager as requested (i.e., emails, spreadsheets)
- Assist Accountants in researching issues regarding POS A/P.
- Adapt processes as needed to address changing regulations as directed by DDS.
- Provide backup support to Accounting staff as needed to assist in making payment deadlines.
- Provide support to Community Services department with new, changed, or terminated contract services and information.
- Assist authorization coordinator with Self Determination authorizations, budgets and spending plan entry.

Training:

- Interface with all new WRC staff by supplementing new hire orientation, introducing new employees to the Accounting Department and training on its processes.
- **Office Management:**
- Submit purchase orders for materials required by Accounting staff to meet their job needs.
- Supervise POS A/P staff, Authorization Coordinator and File Clerk.

MINIMUM EDUCATION AND EXPERIENCE:

- Broad knowledge of Accounting Principles
- Bachelor's degree in accounting or finance, or other related discipline preferred.
- Minimum 2 years Accounts Payable experience.
- Knowledge of the following software: AS400, Microsoft Office Word and Excel
- Excellent communication and organization skill with a focus on customer service.

If interested, please apply with resume and cover letter to jobs-WRC@westsiderc.org by the closing date.