



Authorization Coordinator

Specializing in Self Determination Program

\$2,839.00 - \$5,488.00/Monthly

PURPOSE:

Under the general supervision of our Chief Financial Officer, the Authorization Coordinator will process all Purchase of Services (“POS”) funding requests in the accounting system.

NATURE OF WORK:

The Authorization Coordinator will play a vital role in the Accounting Unit by being a stickler for details and numbers enthusiast. The Authorization candidate will review authorization entries to avoid overlapping services and ensure accuracy, as well as review vendor status notifications. They will be responsible for the processing of authorizations for the spending plans of individuals being served through the WRC Self Determination Program. The responsibilities of the Authorization Coordinator include, but are not limited to:

1. Ensure authorizations are accurately and timely entered in the system with established rates.
2. Review authorization entries to avoid overlapping services.
3. Review and process new, updated and terminated authorizations received from Service Coordinators.
4. Review Vendor Status Notifications (“VSN”) to ensure information in SANDIS matches the information in the accounting system (AS400).
5. Ensure all information in the Accounting System (AS400) is timely updated and consistently maintained to ensure accuracy.
6. Review and timely process annual budget authorizations and spending plans for clients.
7. Maintain current year and fiscal year authorizations prior to the roll-over period.
8. Other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

- Education requirement: Minimum AA degree with Bachelors preferred.
- Understanding, or ability to learn, the basics of the WRC Self Determination Program.
- Minimum of 2 years of data entry experience required.

- Excellent administrative skills.
- Typing/data entry 50+ wpm.
- Ability to accurately calculate time periods and match descriptions of services.
- Ability to timely audit and accurately service requests in SANDIS.
- Knowledge of the AS400 software.
- Knowledge of basic office machines: 10-key, copier, fax, etc.
- Intermediate computer software skills utilizing Microsoft Office.
- Ability to learn new software quickly.
- Ability to focus in a fast-paced environment and effectively work under pressure and deadlines.
- Have a cooperative and responsive attitude.
- Ability to prioritize workload.
- Ability to work professionally and effectively with Client Services staff.

SPECIAL REQUIREMENTS:

This position will primarily be based in the office; however, remote work may also be available.

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

If interested, please submit the internal application, along with your resume and cover letter to jobs-wrc@westsiderc.org by April 11, 2025. This position is posted internally and externally.

Reminder for Current Employees:

Please remember to refer a colleague for an incentive when they are hired and successfully pass the introductory period.