

Authorization Coordinator

Requisition #: ACCT-SDPAC-041024
Closing Date: Open Until Filled
Classification: Non-Exempt
Salary Range: \$2,839.00 - \$5,488.00 Monthly DOE

PURPOSE:

Under the General supervision of our Chief Financial Officer, the Authorization Coordinator will process all Purchase of Services (“POS”) funding request 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 accuracy, as well as review vendor status notifications. 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.
- Years of experience required: 2 years in data entry position.
- 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 following software: AS400
- 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
- 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 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.

If interested please submit the internal application, along with your resume and cover letter to jobs-wrc@westsiderc.org. 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.**