

JOB DESCRIPTION

PROGRAM: Early Learning Resource Center (ELRC) Program

JOB TITLE: ELRC Contract Specialist

CLASSIFICATION: Program Specialist III

PAY GRADE: 10

JOB SUMMARY

As part of STEP's Early Learning Pathway to Success, the Early Learning Resource Center (ELRC) Contract Specialist position is responsible for the fiscal accountability of all ELRC purchase-of-service contracts and agreements. This position is responsible for continuing the integration of and maintaining a documentation system that ensures fiscal integrity and reporting accuracy as they relate to contract requirements and client service delivery. In conjunction with the Program Director, this position works closely in the preparation and administration of Provider Agreements, budgets, invoices, and the monitoring of approved expenses as they relate to provider invoicing and reporting requirements. This position is responsible for collaborating with Program staff in the preparation of required and ad-hoc reports.

The ELRC Contract Specialist position is responsible for guiding and directing early education and school-age practitioners towards achieving quality by engaging them in a continuous quality improvement process, as a core component of the Keystone STARS program. This position acts as a resource, providing practitioners with information and support and assisting them to develop and implement appropriate plans to achieve the goals of Keystone STARS. The primary task is to interpret the Keystone STARS Standards, guide programs through the process of understanding the intention behind the standards; act as an expert on available resources; and make recommendations that enable practitioners to move through the STARS process.

SUPERVISORY RELATIONSHIPS

REPORTS TO: ELRC Program Director

SUPERVISES: Not Applicable

ESSENTIAL QUALIFICATIONS

- Associate degree in accounting, business management or related field with at least 12 credit hours in accounting, or any combination of education and experience sufficient to demonstrate possession of the required knowledge, skills and abilities; and,
- Minimum of one year of accounting experience and/or documented proficiency with fiscal record keeping experience, data collection, compilation of reports and spreadsheets, grants or contracts.

GENERAL REQUIREMENTS

- Valid driver's license and reliable daily transportation carrying adequate insurance;
- Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance (for any staff who has not been a Pennsylvania resident for the previous five years); and Motor Vehicle Record check current within 90 days of employment;
- Mandated Reporters of Child Abuse training completed within 30 days of hire;
- Computer training and/or documented proficiency with popular word processing and database software; experience with and/or training in Microsoft Office products including

JOB DESCRIPTION
ELRC Contract Specialist

Word, Access, and Excel is preferred;

- Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions including the ability to sit, stand, carry twenty pounds unassisted, have unrestricted use of the upper body, corrected or uncorrected hearing and vision within normal ranges;
- Out-of-town travel, as required; and,
- Participation in job-related training, as assigned.

SPECIFIC DUTIES

- ❖ Track, prepare, and report upon child care purchase of service activity for subsidized day services delivered by ELRC authorizations and contracted services;
- ❖ Track, prepare, and report upon accounts payable documentation for expenditures relating to authorized child day care purchase of services;
- ❖ Track, prepare, and report upon fiscal grant activity within state define data systems including PELICAN for assigned CRK grants and contracted services;
- ❖ Reconcile and prepare accounts payable documentation for all ELRC provider invoices contracts and agreements;
- ❖ Reconcile and prepare accounts payable documentation for all CRK provider grant award contracts and agreements;
- ❖ Prepare all provider contracts and agreements for ELRC-funded services in collaboration with the Program Director;
- ❖ Work with Program staff to assure the fiscal integrity, accountability, and adherence to proper auditing documentation and guidelines;
- ❖ Communicate and collaborate in an ongoing regular fashion with Eligibility Specialists/R&R Specialists, Program Director, and Financial Management Department regarding service delivery expenditures and their reporting;
- ❖ Collaborate with appropriate Program staff in all phases of routine reporting such as monthly reconciliation reports, resource delivery reports, quarterly reports, and year end reports;
- ❖ Assist the Program Director in the planning and implementation of procedures which maintain or enhance the Program's fiscal integrity;
- ❖ Work in collaboration with ELRC Program staff as a member of the ELRC team;
- ❖ Prepare all required reports as directed or assigned;
- ❖ Maintain and modify fiscal record keeping and reporting systems, databases, and spreadsheets, as directed or assigned;
- ❖ Edit computerized fiscal data and make corrections as required to maintain integrity of computer reports and files;
- ❖ Gather, enter, and process data and/or written materials using various program software;
- ❖ Operate computer hardware, calculators, and other office machines;
- ❖ Maintain confidentiality at all times;
- ❖ Review service delivery expenditures; verify accuracy, document changes, and suggest revisions if necessary;
- ❖ Review employee travel vouchers to verify per diem, mileage, and other expenses; verify extended amounts for accuracy; ensure reimbursement compliance with procedures;
- ❖ Assist in STEP's rate verification and agreement compliance process;
- ❖ Represent the program at local, regional, and state meetings, as appropriate;
- ❖ Maintain positive relationships with STEP's customers;
- ❖ Make recommendations and participate in program development, including attending staff meetings and trainings; and

JOB DESCRIPTION
ELRC Contract Specialist

- ❖ Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- ❖ Knowledge of the following:
 - Generally accepted accounting principles and fiscal integrity procedures;
 - Microsoft Office Suite, including but not limited to Word, Excel, and Access components;
 - Day care programs and facilities as related to the child day care purchase of service functions and verification processes;
 - Early childhood programs, facilities, and related equipment as they might apply to quality initiatives, resource development, as well as grant delivery and verification processes; and,
 - Basic office practices, procedures, conduct, and action.
- ❖ Skill in the following:
 - Supporting and data entry within spreadsheets and databases;
 - Reconciling a large and complex financial tracking system that operates within the Day Care Administration Program;
 - Using a keyboard and personal computer;
 - Contract or grant administration;
 - Recording, filing and retrieving information in a complex data collection system; and,
 - Writing, editing, and communicating including knowledge of English grammar, spelling and punctuation as they would relate to the production of reports, work plans and other operational documents as well as their use in communicating with a variety of individuals and groups.
- ❖ Ability to do the following:
 - Interpret and apply all OCDEL requirements;
 - Perform detailed work with written or numerical data;
 - Make mathematical calculations with accuracy;
 - Prepare and reconcile administrative cost reports, grant budgets and program reports;
 - Analyze and interpret accounting records as they relate to resource delivery;
 - Prepare, monitor, track, maintain, record, and report on ELRC resource delivery;
 - Collect, organize, analyze, and process information quickly and effectively;
 - Prioritize multi-tasked and multi-faceted work;
 - Establish and maintain effective working relationships with staff, administrators, government agencies, businesses, and customers;
 - Maintain confidentiality at all times;
 - Work in a highly paced environment by identifying and meeting goals, objectives, outcomes, and timelines within broad parameters;
 - Interpret written and oral information;
 - Interact effectively with people from varied social, economic, and educational backgrounds; and,
 - Understand and follow oral and/or written instructions, some of which may include multi-faceted procedures, and to work independently of direct supervision.