Position: Accounts Payable Associate

Salary: Depending on Experience

Reports to: Accounting Supervisor

Agency Background:
The Community Child Care Council (4C Council) is a non-profit, community-based agency that serves as the community childcare link for families and childcare professionals who live and work primarily in Santa Clara County, California. The agency and its staff are proud to serve the Silicon Valley families, for more than 44 years. It is currently supported by the California Department of Education, US Department of Health and Human Services, US Department of Agriculture, County of Santa Clara and the City of San Jose. The 4C Council provides Early Care and Education, Information, Referrals, childcare voucher payments, nutrition services and family supportive services to over fifty thousand children each year. Most recently, the agency also provides Senior Nutrition Services.

Position Summary:
The Accounts Payable Associate completes provider payments and controls expenses by receiving, processing, verifying, and reconciling attendance sheets.

Example of Duties and Responsibilities:
- Process payments to child care providers on a monthly basis based on regulations, Title 5, Management Bulletins, policies and procedures as they are updated
- Receive/sign off Child Care Service Certificates (CCSC) after verifying various contract elements including all appropriate approvals and signatures.
- Collect and calculate the number of hours on each attendance sheet or attach worksheet as needed
- Document steps taken to resolve discrepancies between actual attendance vs authorized schedule
- Follow standard procedure and existing practice in dealing with pending issues, attendance sheets that require special handling, review, and attention
- Verify the existence of CCSC in software (NoHo) and all required backup documents for premium care and special needs
- Verify provider rates against RMR on CCSC according to age groups, care time, types of providers
- Analyze care time, calculate payments based on existing CCSC, and submit payments in NoHo
- Record and maintain provider’s paid non-operation days, Best Interest days and Unexcused Absences as required
- Maintain and process the appropriate garnishment payments and garnishment deductions
- Print pre-voucher reports; double check the applicable period, amount, children, and program being paid
- Administer and execute scheduled check runs on a rotating basis and maintain check stalks
- Perform a matching process and verify address before mailing payments
- Perform check mailing processes including utilization of stuffing and postage machine, and make trips to the post office

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• Generate check runs reports, check registers (digital version included), transfers, replacement checks, and distribute reports to the appropriate GL Accountants
• Respond, analyze, and resolve all areas of provider payment inquiries, payment discrepancies; and provide professional and responsive customer service according to the agency’s standard
• Research/resolve outstanding attendance records including generation/mailing of notices to providers
• Process stop payments, void checks, and replacement checks
• Process adjustments when deemed appropriate and necessary
• Assist in processing administrative transfers when required
• Maintain a professional relationship with co-workers, case managers, parents, and providers
• Verify provider information associated with payments and 1099s entered in NOHO by Provider Coordinators
• Verify that a W9 is on file for each provider being paid through the 4C Council
• Generate 1099-Misc income data annually: Review, verify, and adjust accordingly before filing report
• Generate in-home minimum wage report and perform analysis to ensure payments to the providers meet Federal and local minimum wage requirement
• Maintain an organized and accessible returned 1099s file by calendar year
• Process independent contractor verification
• Provide statistical reports and analysis of individual staff accounts and workloads as required
• Perform a monthly peer audit in preparation for training, deterrence of error rate, and agency-wide audit
• Resolve and document findings from second reading and share the information with all team members
• Prepare and organize attendance sheets for scanning
• Maintain an organized and accessible filing system including year-end archives
• Participate and assist in programs and/or agency-wide audit preparation
• Cover team members with the similar duties during absences
• Additional duties, special projects, and cross-trainings may be assigned as required

Education and/or Experience:
• Bachelors (BA/BS) from an accredited college in Accounting, Business Administration, with major coursework in accounting, finance or closely related field is required
• Minimum of two (2) years of professional work experience in accounting
• Computer literacy (proficiency in Word, Excel and PowerPoint)
• Accuracy and ability to focus on details is required
• Outstanding written and verbal communication skills required
• Demonstrated successful experience organizing financial files, problem solving and multi-tasking
• Knowledge of office practices, procedures and equipment, including professional correspondence, telephone etiquette and public relations
• Ability to plan and successfully organize assignments and projects; ability to work independently and effectively with minimum supervision.
• Exercises good judgment and discretion in analyzing and problem solving
• Ability to maintain complete confidentiality of all administrative information

License and Other Requirements:
• Must possess a valid California driver’s license and access to an insured motor vehicle
• Must be willing to travel to Santa Clara County areas to facilitate assignments; must be able to travel, locally and nationally
• Must be willing to work beyond the usual work week to accomplish the job

Language Skills:
• English proficiency
• Bilingual English/Spanish is a plus

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For consideration please send resume with cover letter to:

jobs@4c.org
Human Resources Department
www.4c.org

The 4C Council of Santa Clara County, Inc. is committed to workforce diversity. Qualified applicants will receive consideration without regard to race, disability, color, creed, religion, age, national origin, ancestry, veteran status, gender, sexual orientation or non-job related factors in hiring. We invite all applicants to confidentially self-identify when applying. The 4C Council adheres to the provisions of ADA regarding reasonable accommodation procedures.