

**REGIONAL CENTER OF THE EAST BAY**  
**Job Description**

**POSITION TITLE:** Vendor Database Coordinator

**SALARY RANGE:** \$1,954.99 - \$2,619.89 Bi-weekly  
\$50,829.74 - \$68,117.14 Annual

**REPORTS TO:** Director, Finance & Administration

**LOCATION:** San Leandro, CA.

**SPECIFIC DUTIES:**

Under general direction, coordinates vendor/resource database for the Agency. Duties include, but are not limited to:

1. Coordinates and maintains the RCEB vendor database in conjunction with the Community Living Options Unit.
2. Maintains the RCEB service rate table for the agency.
3. Verifies vendor address changes and rate changes. Monitors accuracy of database.
4. Coordinates RCEB voucher programs.
5. In coordination with the Community Living Option Unit, prepares and distributes Vendor Status Notifications as needed for the Agency.
6. Provides resource information to RCEB agency staff and community agency upon request.
7. Serve as liaison between the RCEB Community Living Option Unit and RCEB Accounting Unit. Provides vendor/rate updates and information to appropriate accounting staff to ensure accurate fiscal documentation.
8. Participates in vendor training.
9. Performs accounting duties as needed.
10. Performs other clerical duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. High school graduation or GED equivalent. BA degree is desirable but not required.
2. Data entry/typing 45 wpm.
3. Detail oriented and good organization skills.
4. Ability to establish and maintain excellent working relations with staff and vendors.
5. Ability to analyze data.
6. Good knowledge of office and accounting procedures (i.e. LOTUS 1-2-3, WORD for Windows, ten-key adding machine skills).
7. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.