

REGIONAL CENTER OF THE EAST BAY
Job Description

POSITION TITLE: Purchase of Services (POS) Specialist

SALARY RANGE: \$2,076.53 to \$2,782.75 Bi-weekly
\$53,989.78 to \$72,351.50 Annually

REPORTS TO: Accounts Payable Manager - POS

LOCATION: San Leandro, CA.

DUTIES:

Under general direction, performs and coordinates accounting duties for the Agency. Duties include, but are not limited to:

1. Provides training to POS clerks in conjunction with the Senior Clerks.
2. Tracks, calculates, and processes retro rate changes.
3. Assists the POS manager in researching and responding to inquiries/concerns regarding retro-rate changes.
4. Verifies and processes Purchase of Services authorizations.
5. Provides back up/coverage for POS Clerks as needed.
6. Coordinates with POS clerks to reissue payments.
7. Reviews and processes SLS and Intellitran POS monthly claims.
8. Assists the POS manager in reviewing and implementing new POS processes.
9. Performs other accounting duties as assigned.

MINIMUM QUALIFICATIONS:

- A. 3 years of increasingly responsible accounting experience. 3 years as a Senior Account Clerk or 6 years as a POS Account Clerk preferred. BA degree in accounting or business administration preferred.
- B. Knowledge of accounting terminology, principles, practices and procedures and computerized programs including MS Office Suite and comfortable with spreadsheet skills (i.e. EXCEL).
- C. Ability to analyze data and draw sound conclusions; prepare clear and concise written reports; establish and maintain cooperative and professional working relations. Good oral and written communication skills.
- D. Organizational skills; ability to handle multiple projects. Must be able to work independently, as well as with a culturally diverse team.
- E. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.