

REGIONAL CENTER OF THE EAST BAY
Job Description

POSITION TITLE: Purchase of Services (POS) Specialist

SALARY RANGE: \$2,248.03 to \$3,012.57 Bi-weekly
\$58,448.78 to \$78,326.82 Annually

REPORTS TO: Account Payable Manager

LOCATION: San Leandro, CA

DUTIES:

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

1. Processes Purchase of Services (POS) authorizations for Self Determination Program (SDP) consumers.
2. Acts as the point person for SDP, including assisting POS manager in implementing new procedures related to SDP processing.
3. Reviews POS checks for deposit and processes Pseudo entries in the system.
4. Provides training to POS clerks on new processes in conjunction with the Senior Clerks.
5. Assists the POS manager in researching and responding to inquiries/concerns for overpayments and billings.
6. Assists the POS manager in reviewing and implementing other new POS processes.
7. Assists the POS Manager in reviewing and keeping track of authorization entries and prior month's billings to ensure checks and balances are in place.
8. Provides back up/coverage for POS Clerks as needed.
9. Performs other POS duties as assigned.

MINIMUM QUALIFICATIONS:

1. 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.
2. Knowledge of accounting terminology, principles, practices and procedures and computerized programs including MS Office Suite and comfortable with spreadsheet skills (i.e. intermediate EXCEL).
3. Ability to analyze data and draw sound conclusions; prepare clear and concise written reports; establish and maintain cooperative and professional working relations across functional teams. Good oral and written communication skills.
4. Excellent organizational skills; ability to handle multiple projects. Must be able to work independently.
5. Demonstrate cultural awareness and sensitivity and an ability to work effectively with culturally diverse populations.