

Job Title: Family Subsidy Coordinator	Job Code:
Reports To: Director, Accounting	
Number Supervised: 0	FLSA Status: Exempt

Position Summary

Right At School, a growing educational enrichment company, is looking for a Family Subsidy Manager to join our fast-paced company. Our mission is to inspire a love of learning and a commitment to healthy living through our safe, engaging, and meaningful in-school and extracurricular programs. The Family Subsidy Manager is responsible for managing the child care approval, billing, and payment processes with state subsidies programs in Illinois, California, Idaho, Indiana, New York and other new states the Company may serve in the future. The Family Subsidy Manager collaborates with other managers to ensure positive client outcomes, quality assurance, and compliance.

Principle Accountabilities & Deliverables

- Responsible for the management of child care subsidy programs in states the Company operates; this includes registering new sites to accept subsidy, renewing existing registrations, completing any requests from governing state subsidy agencies to maintain registrations, billing state agencies, and collecting and reconciling payments from agency and/or parents.
- Works collaboratively with other managers across the organization to develop, coordinate, and integrate policies and procedures in accordance with all applicable state subsidy policies.
- Develops, implements, and revises processes to efficiently track subsidy programs and attendance in all locations and states.
- Prepares for and responds to parents and governing state subsidy agencies about child care payments, accounts, or program eligibility.
- Initiates and participates in efforts to implement, improve service delivery and policy compliance, or other related capacity-building efforts.
- Plans, develops, coordinates, and conducts trainings related to program policy and procedures.

Knowledge, Skills, & Abilities

Education / Experience

- Bachelor's degree in Accounting, Finance or related field.
- 2-5 years of experience in Accounts Receivable or State Subsidy Management.
- Knowledge of subsidized childcare subsidies, a plus.
- Experience serving low-income families, a plus.

Skills

- Excellent communication skills (verbal, telephone and written)

- Computer skills, including Microsoft Excel
- Strong people skills and the ability to work effectively with peers, staff, parents
- Strong organizational skills and the ability to multi-task, prioritize work and manage deadlines
- Must possess excellent judgment, problem-solving and decision-making skills
- Works well in a team environment
- Should possess excellent coaching, customer service, and leadership skills, as well as strengths in creating, implementing, and enhancing systems or processes.

Abilities

- Must be able to lift, carry, push, or pull up to 5 pounds 5% or less of the workday
- Must be able to stoop, kneel, crouch, or crawl 5% or less of the workday
- Must be able to talk, see, hear, concentrate, think, learn and reason for all of the workday
- Must be able to sit and walk or otherwise move around for prolonged periods of time throughout the workday.
- Must be able to use a keyboard and do manual tasks for prolonged periods of time throughout the workday.

Work Environment

- Corporate office environment.
- Regular business hours, occasional overtime.
- Normal physical activity including movement, hearing, seeing and communication.
- General technology as it relates to office administration.
- Work is performed indoors in a climate controlled environment.

If interested, please contact Patricia McElroy, Accounting Director, at patricia.mcelroy@rightatschool.com.