



**EARLY LEARNING COALITION**  
OF POLK COUNTY

*Heart of Education*

**Reimbursement Specialist**

This is a professional position that reviews attendance sheets and inputs data into the provider payment system for the generation of provider payment.

The Reimbursement Specialist enters and updates provider payment profile information into the Provider Payment System, processes monthly reimbursement for providers, enters child attendance into the system, and prepares necessary reports to generate child care provider payments. This position is also responsible for the preparation and mailing of provider notices, the implementation of internal quality controls, and serves as a customer service role model to all clients and providers. The Reimbursement Specialist will report to the Accounting and Payment Manager. This person must be able to function as a team member and work on multiple projects at the same time. The position requires excellent organization skills and advanced computer literacy in a Windows environment.

This position requires a High School Diploma or equivalent, and at least 2 years of data entry experience in an office environment; provision of services under a state contract is preferred. Knowledge of state data systems including Enhanced Field System is a plus.

Send resume and signed application to the Early Learning Coalition of Polk County to email [HR@elcpolk.org](mailto:HR@elcpolk.org).

The Early Learning Coalition of Polk County is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, religion, creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition, disability (mental and physical), military and veteran status, pregnancy, childbirth and related medical conditions, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Our management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, and general treatment during employment.