



Data Manager/Accounting Assistant Child Care Resource and Referral

CCR&R/5

JOB SUMMARY

This position is responsible for providing data management services to include data collection, determination of appropriate data collection resources, and appropriate data distribution. Responsible for assisting the administration of accounting toward cost effectiveness and fiscal stability, and provide daily client support to early learning professionals.

MAJOR DUTIES

- Provides information and resources to early learning professionals and parents.
- Assists early learning professionals with enrollment for institutes, conferences, and degree programs.
- Encourages participation in local child care provider associations and networks.
- Updates and maintains an accurate database of licensed and registered child care facilities within the 52 county service area on a monthly basis.
- Assists with tracking child care provider data and monthly/quarterly reporting documents and processes.
- Provides oversight and general management of child care provider training/professional development revenue and other sources of revenue with appropriate documentation to track income and expenses for profit/loss status and provide status updates regularly.
- Creates quarterly reports to the statewide parent referral call center.
- Provides support toward QR implementation and expansion.
- Serves as point of contact for newly enrolled participants and verifies the child care owner's lawful US presence and eligibility to receive grant funding.
- Assists with coordination of training events.
- Generates monthly professional newsletter.
- Maintains CCR&R training webpage.
- Maintains spreadsheet to track Verizon data usage for home office/field employees and provide status updates regularly.
- Provides clients with appropriate exit documentation and exit survey.
- Assists with accounting as needed, including processing invoices, purchase orders and other financial requests.
- Participates in staff development/continuing education/professional development opportunities.
- Provides logistical support for information fairs, special events, staff meetings both in-person and teleconference.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of data management and accounting principles.
- Knowledge of Georgia child care licensing rules and regulations.
- Knowledge of college policies and procedures.
- Knowledge of computers and job-related software programs.
- Ability to work independently.
- Skill in organization and project management.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.

- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Executive Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include college and division policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for division operations. Successful performance helps ensure the efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, child care providers, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.
- Occasional daily or overnight travel required for professional development and meetings.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an associate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the agency in order to direct and coordinate work within the department, usually interpreted to require one year of related experience.