



Reporting and Compliance Specialist

Action for Children (AFC), central Ohio's Child Care Resource and Referral agency, is seeking an individual to join its Family Child Care (FCC) team. AFC is a sponsor of the Child and Adult Care Food Program (CACFP) for FCC in 12 Central Ohio Counties. The key goal of this position is to accurately process provider claims for reimbursement within the time constraints of this U.S. Department of Agriculture program. Working with other members of the team you will maximize the potential of the program, increasing participation to the success of the program. This is a part time position, working 20 hours each week.

REQUIREMENTS – Successful candidates will have:

- Business related associate degree or related experience
- Experience balancing and reconciling system financial and data uploads
- Experience with established software programs and in the creation of internal systems (knowledge of KidKare by Minute Menu systems a plus)
- Proficiency with technology and experience with Microsoft Office Suite
- Knowledge of/experience with common accepted business practices
- Ability to work with individuals of various backgrounds and cultures
- Advanced customer service skills; excellent verbal and written skills. Able to communicate effectively in providing information and related details
- Knowledge of the CACFP a plus

The ideal candidate will have a highly developed attention to details, strong organizational skills and an expedient work style with uncompromised accuracy. We seek a self-starter who has good communication skills, is adept at solution seeking for a variety of situations, and has a proactive approach to work systems development. Must be able to work as part of team in the development of systems and in service to customers, yet work independently to accomplish tasks and roles.

HOW TO APPLY

Interested individuals should send a resume and cover letter outlining how they meet the specific requirements of the position to Human Resources, Action for Children, 78 Jefferson Ave., Columbus, OH 43215 or jobs@actionforchildren.org. No phone calls please. Action for Children is an equal opportunity employer.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note, the selected candidate will be required to submit to our background and reference checking process.