



Early Learning Coalition of Broward County, Inc.

Job Description

Position: Vendor Maintenance Specialist

Reports To: Controller

FLSA Status: Non-Exempt

Position Status: Full-Time

Grade: 37

JOB SUMMARY: Under the supervision of the Controller, the Vendor Maintenance Specialist is responsible for all tasks related to initial set up of vendor profiles and ongoing maintenance of those files creating a Master Vendor Archive. This includes compilation of all the appropriate documentation, including but not limited to the vendor set up form and appropriate tax forms, managing any vendor change request, and maintenance the status of these vendors in our accounting system. Vendor information contains confidential information requiring discretion and good judgement when handling the documents.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (This description reflects the major core duties and responsibility of the job; the employee is expected to perform these, and other job-related duties as may be required. Additions, deletions, or changes may be made to this description at any time without prior notice.)

- Monitor the vendor queue daily to ensure that all new vendor requests and vendor change requests are processed timely and correctly.
- Review and verify new vendor set up requests and vendor change requests ensuring the completeness and accuracy of the documentation and verifying that vendor does not already exist in the accounting system. Perform independent verification of banking information to mitigate potential fraud risk.
- Authenticate vendor eligibility to receive State and Federal funds by searching SAM.gov to ensure that they are not on the suspension and debarment list. In addition, verify that they are a valid business by searching Sunbiz in conjunction with performing a TIN verification.
- Verify Certified Minority Business Enterprise (CMBE) status and report to funders as appropriate on a quarterly basis.
- Communicate with various departments to ensure timely dissemination of

information necessary to keep the vendor file current and to obtain appropriate documentation.

- Communicate new and updated vendor information to the accounting staff to ensure that payments are made based on vendor preferences and that ACH banking information is prenoted with the banking institution timely.
- Maintain vendor status in financial database and inactive vendors annually that have been dormant for more than 2 years.
- Correspond with vendors and respond to inquiries as appropriate.
- Cross train for the accounts payable duties in order to provide coverage on an as needed basis.
- Produce monthly reports as required.
- Other duties as assigned.

COMPETENCIES:

- High Integrity
- Strong Organizational Skills
- Attention to Detail and Accuracy
- Ability to Maintain Confidentiality
- Good Judgment
- Good Communication Skills
- Strong Problem-solving Skills
- Comfortable using systems and technology to diagnose issues and find solutions
- Ability to work effectively in teams and independently with minimum supervision
- Ability to multitask, prioritize, and meet deadlines

SUPERVISORY RESPONSIBILITIES:

- None

WORK ENVIRONMENT:

- This position operates in a professional office environment and remotely.
- This role uses commonly used applications that include Advanced computer skills with knowledge of Microsoft Word, Excel, PowerPoint Presentations, E-mail, and current state data systems.

PHYSICAL DEMANDS:

- While performing the duties of this position, the employee is regularly required to talk and hear. The employee frequently is required to use hands and fingers to operate and handle keyboards and other office equipment.
- Able to sit for extended periods of time.
- Regularly required to walk and reach with hands and arms.
- Required corrected vision and hearing to normal range.

POSITION TYPE AND EXPECTED HOURS OF WORK:

- This is a full-time non-exempt position that requires the employee to adhere to ELC's Telework Agreement.
- The work hours are typically Monday through Friday, 8:30 AM – 5:00 PM.
 - This position may work nights, weekends, and holidays.
 - This position may regularly work longer hours.

REQUIRED EDUCATION AND EXPERIENCE:

- High School Diploma plus 2 years of relevant work experience.
- Understanding of financial accounting software, experience with Abila MIP is a plus.
- Proficient in data entry and data management, advanced use of Excel is a plus.

ADDITIONAL REQUIREMENTS:

Background Checks

Employment in this position is contingent upon obtaining and maintaining satisfactory:

- Verification of Required Education and/or Credentials
- Level II Background Check
- Drug Screen
- Valid Florida Driver License
- Valid Automobile Insurance – if applicable
- Access to Reliable Transportation – if applicable
- E-Verify
- High Speed Internet Access that can be maintained daily, with at least 50Mbps when working in a secure home location

REASONABLE ACCOMMODATION WILL BE MADE FOR OTHERWISE QUALIFIED INDIVIDUAL WITH A DISABILITY.