



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PIEDMONT FAMILY YMCA JOB DESCRIPTION

Job Title: **COMPLIANCE COORDINATOR**

Leadership Level: Leader 7

Status: F/T

Reports to: Association Director of Youth Development

Pay Range: \$38,000+

FLSA Status: Exempt

Department: Youth Development

Revision Date: 4/7/2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Compliance Coordinator provides financial and high-level administrative support for all programs in Youth Development.

ESSENTIAL FUNCTIONS:

1. Provides both financial and administrative support related to all Youth Development Programs under direction of the Association Director of Youth Development. Programs include After School, Virtual Learning, Summer Camp, Power Scholars Academy, etc.
2. Responds to all program inquiries from the public and provides families with applications and all necessary paperwork for enrollment.
3. Ensures all participants are entered in Daxko and oversees complete registration process, including maintaining proper children's records and department files per licensing standards.
4. Manages accounts receivable for all Youth Development programs. Initiates setup of automatic electronic payments in Daxko and reviews all returned payments. Ensures timely collections weekly.
5. Act as software liaison (Daxko) to set up programs, discounts, subsidies, invoicing, etc. under direction of COO/CFO.
6. Oversees Department of Social Services subsidy reimbursements and ensures payments are collected and applied accurately. Processes all new and revised POSO's received from DSS agencies. Reviews attendance logs to ensure accuracy and compliance with DSS swipe entry requirements. Completes manual DSS attendance logs as required.
7. Assists in the identification and submission of grants. Once received, ensures that the department meets all grant requirements.
8. Develops, measures, evaluates, and reports program outcomes.
9. Assists in the marketing and distribution of program information. Outlets include: newsletter, email, community events, etc.
10. Assists Association Director with planning and organizing special events for parents.
11. Maintains thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliant at all times. Works in conjunction with HR to ensure staff files are in compliance at all times with licensing requirements.
12. Assists with licensing applications and inspections for all youth development programs.
13. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
14. Maintains open and frequent communication with all departmental Directors of the Association.
15. Performs other duties as assigned.

LEADERSHIP COMPETENCIES:

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

QUALIFICATIONS:

- Knowledgeable about office processes and procedures.
- Three to five years related admin and collections experience.
- Admin experience in a non-profit setting preferable.
- Experience working with child-care and youth development, preferably licensed programs.
- Proficient in all standard business software and strong working experience in Excel and reporting.
- Ability to work with integrity, discretion, and a professional approach.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Strong written and verbal communication skills.
- Successful completion of background and training requirements as stated by Licensing Division under Virginia Department of Social Services.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of the job, the employee is regularly required to use a computer for extended periods of time and able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the workenvironment.
- The employee must occasionally lift and/or move up to 10 pounds.

SIGNATURE:

I have reviewed and understand this job description.

Employee's signature

Employee's name

Today's date