

# Job Description - Reimbursements Coordinator (Temp Position)

<b>FLSA</b>	Non-Exempt
<b>Employment</b>	Part-Time (20 hours)
<b>Manages</b>	N/A
<b>Reports To</b>	Clif Turner - Reimbursements Administrator

## Job Summary

This position is 20 hours a week (not benefits eligible) and reports directly to the Reimbursements Administrator. It is a temporary role that is expected to last from the date of hire until November 30, 2023.

The area of main responsibility is to process all reimbursement submissions under Reliant's Accountable Reimbursement Plan.

This role will also be responsible for ongoing communication with Reliant field employees and liaisons and will provide administrative support to the Reimbursements and Finance Teams of Reliant in various projects and initiatives.

## Responsibilities & Duties

### 1. Reimbursements

- Correspond with Reliant employees and program team liaisons regarding reimbursement questions, changes, missing/additional information needed, denied expenses, etc.
- Save all electronically received reimbursements with the necessary documentation (receipts/approvals, etc.) to prepare them for review
- Conduct an initial review of all reimbursement submissions, based on Reliant's Accountable Reimbursement Plan guidelines.
- Enter/update reimbursement submissions in the financial software/database to facilitate the reimbursements being processed and paid
- Adhere to established deadlines in order to ensure timely payment processing of reimbursements
- Process electronic payments of reimbursements and advances for Reliant employees
- Electronically file all paid reimbursements

## 2. Other

- Actively collaborate with Reliant team members for ongoing development of processes for reimbursements
- Document the evolving processes for reimbursements in Solomon (Reliant's internal website)
- Assist the Reimbursement & Finance Teams with administrative tasks as needed
- Perform other weekly/monthly and annual projects as needed

## Knowledge, Skills & Abilities

- High attention to detail, specifically in processing large volumes of data, along with guidelines and parameters that are applied to reimbursements being reviewed and entered into Reliant's financial software
- Strong communication (both verbal and written) and organizational skills that will present themselves through delivering cordial, accurate, and timely customer service to Reliant's field employees
- Adaptability and resourcefulness are essential due to the volume of unique reimbursement submissions presented
- Experience in Microsoft Office and Google Productivity Suites required
- Experience with financial accounting software preferred

## Work Location

- This role can be performed fully remote or the employee would have the option to work in our Central Florida office.

## Reporting Relationships

- Reports to the Reimbursements Administrator

### All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's Statement of Faith, Core Values, and Central Leadership Principles.
3. Agree with Reliant's Code of Conduct.

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.