

CACFP Administrator

Summary

Provide overall support to CACFP operations by performing data entry/management duties, processing claims to keep the program fiscally viable, ensuring programmatic compliance and integrity and serving as staff liaison between the Council and Albany CACFP staff

Major Responsibilities

- Read and process all menus received for monthly reimbursement in a timely and proficient manner.
- Enter menus that have been read & processed into CIPS & Minute Menu accurately and in a timely fashion in order to process claim for reimbursement.
- Correspond with enrolled providers as required by contract to ensure compliance with CACFP regulations including informing them of menu errors and enrollment issues.
- Process and track tier determination and status of all providers including expirations.
- Enter and approve all new participants into CIPS and monitor provider status changes in a timely manner.
- Enter monitoring visits into CIPS in a timely manner.
- Distribute accurate monitoring visit schedules to case managers monthly.
- Conduct maintenance of provider files and other required documents.
- Attend staff meetings and supervision sessions.
- Assist with the preparation of CACFP packets for new providers on food program
- Assist with CACFP reviews by preparing files and documents in preparation for the review and by assisting with the development of a Corrective Action Plan when applicable.
- Assist department is reaching goals for NACCRRA Quality Assurance
- Carry out the Council's policy on branding guidelines
- Serve as back up for daily posting of outgoing mail for all departments
- Assist in general office duties: data entry, filing, labels and mailings as needed

Job Requirements

- High school diploma or GED
- Experience in general office procedures
- Ability to understand and follow oral and written instruction
- Computer literate
- Experience working with multi ethnic populations
- Bilingual/Spanish speaker preferred

Reports to: Director of Provider Services

Effective April 2012

Classification: Non-Exempt, Full-Time

Salary Grade: 3

Disclaimer Clause:

Job descriptions and specifications are not intended and should not be construed to be an exhaustive list of all responsibilities, skills or working conditions associated with a job. They are intended to be an accurate reflection of the principal requirements of the position.