



BANANAS

JOB ANNOUNCEMENT Provider Payments Analyst

Position Overview

BANANAS Inc. is searching for an experienced and energetic to join our team as a Provider Payments Analyst. The successful candidate will need to be flexible, have good time management skills, and the ability to handle competing priorities

About BANANAS Inc.

BANANAS is a nonprofit organization that supports families, children and early care and education providers. Our programs help families connect with all types of child care options from family child care home-based settings, preschool centers, family, friend, neighbor caregivers and nannies so they can work or continue their education. Providers are supported with technical assistance and professional development. We are experts in the field of early care and education and our wide variety of services support families and child care providers in raising early learners. We offer workshops, playgroups, coaching, and support groups for parents and caregivers. Low-income families are supported with financial assistance so they can access quality child care. BANANAS is a great place to work with colleagues who care about their clients, our youngest learners and each other.

Key Responsibilities

The Provider Payments Analyst executes the timely and accurate processing of monthly child care provider reimbursements in compliance with State regulations and BANANAS' policies. The Provider Payments Analyst provides a wide variety of technical and administrative support to the entire Provider Payment team.

Major Duties

- Process provider reimbursements upon receipt of attendance records including in compliance with State regulations and agency policies verification
- Work collaboratively with Client Services Counselors to ensure the accuracy of provider reimbursements, family fee billing, outstanding family fee receipt requests, and terminations as a result of non-payment of family fees
- Communicate with Client Services Counselors regarding any discrepancies in subsidy usage or contract approvals and document the discrepancies in an excel spreadsheet
- Assist the Provider Payments Coordinator with monthly attendance records mass mailing
- Generate attendance records upon request from Client Services Counselors for new childcare approvals
- Follow up with email requests from providers or other staff regarding reprinting attendance records
- Work collaboratively with other Provider Payment Analysts to update licensed provider files to ensure all files are within regulations and compliance
- Enter provider direct deposit information into subsidy database
- File and archive attendance records and other documents

Required Qualifications

5232 Claremont Ave Oakland, CA 94618 • Office 510.658.7353 • Child Care Referrals 510.658.0381
www.bananasbunch.org

- Excellent client service experience
- Experience using client databases
- Adherence to tight deadlines
- Accurate with strong math skills and attention to detail
- Excellent oral and written communication skills
- Ability to effectively present information and respond to questions
- Strong organizational skills and the ability to develop and maintain an organized structure
- Computer experience: Intermediate proficiency with a strong emphasis on Microsoft Word, Excel, and G-Suite

Preferred Qualifications

- AA/AS degree
- Understanding of CDE regulations
- Understanding of Resource & Referral process
- Experience using NOHO databases

How to Apply

To apply for the position, please email all required information to jobs@bananasbunch.org

No phone calls please.

BANANAS is committed to maintaining a staff that reflects the diverse communities we serve. We are an equal opportunity employer and do not discriminate in hiring, promotions, or any other personnel action on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, economic status, age, veteran status, marital status, parental status, medical condition, and/or mental or physical disability, or any other consideration made unlawful by local, state, and federal laws.



