



# Golden Gate Regional Center

Serving people with developmental disabilities since 1966

## VENDOR SERVICES COORDINATOR

SAN FRANCISCO OFFICE (JOB NUMBER: 366)

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### ABOUT THE AGENCY

Golden Gate Regional Center is a non-profit that provides assistance to allow developmentally disabled individuals to lead independent and productive lives. We offer competitive pay, outstanding benefits, and a dynamic work environment. We have over 200 employees located in San Francisco, Corte Madera and San Mateo.

### ABOUT THE JOB

This position supports the vendorization of our providers through the coordination of the vendor application and approval processes including records management.

### DUTIES

- ◆ Vendor Services
  - Provide direction and guidance to GGRC staff on vendorization procedures
  - Input and updates vendor and rate table information in the UFS/Sandis System
  - Coordinate with Community Resource Department to ensure accuracy of service codes, rates and general ledger accounts
  - Perform annual 1099 form review process
  - Research regulations relevant to vendorization
  - Contact potential vendors
  - Create and mail vendor packets
  - Process completed vendor applications
  - Verify background and licensure of potential vendors
  - Process letters for Out-of-State Vendor Approvals by DDS
  - Determines Vendor Rates within GGRC guidelines
  
- ◆ Records Maintenance
  - Maintain Excel Databases
  - Maintain information on vendors
  - Update Vendor Licenses
  - Coordinate changes of information on vendorization, including the notification of appropriate persons and copy, distribute and scan information or documentation as required.
  - Verify Rate Letters
  - Deletion of inactive vendors
  - Perform filing, filing maintenance and file purging duties

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[www.ggrc.org](http://www.ggrc.org)

875 Stevenson St., 6th Floor  
San Francisco, CA 94103  
(415) 546-9222

3130 La Selva St., Ste 202  
San Mateo, CA 94403  
(650) 574-9232

5725 Paradise Dr., Bldg. A Ste 100  
Corte Madera, CA 94925  
(415) 945-1600

- Create and maintain vendor files
- ◆ Other
  - Review receipts, invoices and estimates for purchase reimbursements and durable medical equipment
  - Prepare information for DDS and external auditors under the guidance of the Supervisor of Vendorization
  - Drafts required reports
- ◆ Analyze rate requests including comparisons to current market rates, previous vendor rates and budgets, rate setting methodology and projected costs of services and presents analysis to Supervisor of Vendorization
- ◆ Participate in special projects, and assist with additional duties or tasks, as assigned
- ◆ Maintain all client information as confidential in compliance with the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the California Lanterman Act

## EDUCATION AND EXPERIENCE

- ◆ 2 years college education with coursework toward a Bachelor's Degree in accounting or other related field preferred
- ◆ 2+ years professional experience in accounting or business operations
- ◆ Ability to develop standard business communications, using proper grammar, spelling and punctuation
- ◆ Strong oral communication skills including the ability to convey complex information and ideas in a clear, concise and professional manner
- ◆ Ability to perform mathematical calculations and formulas
- ◆ Ability to operate basic office equipment, including scanners, copiers, faxes, phones
- ◆ Basic familiarity with MS Word®, MS PowerPoint®, MS Outlook® or similar software applications with advanced skills in Excel ®
- ◆ Familiarity with Title XVII Regulations and procedures for Case Management preferred

Salary starts at \$33,000 depending on experience

Candidates may apply for positions by linking their resumes and cover letters to <https://home.eease.adp.com/recruit/?id=500555> or emailing them to [jobs@ggrc.org](mailto:jobs@ggrc.org). GGRC is an equal employment opportunity employer.

No phone calls or faxes