



Data Entry Specialist Job Description

Position: Data Entry Specialist
Status: Full Time / Non-Exempt
Location: Greensboro, NC
Supervisor: Director of Finance
Director of NC Pre-K
Salary: Commensurate with Years of Experience and Credentials
Benefits: Employer paid Health Insurance including vision and dental; paid vacation and sick leave, and 13 additional holidays; and 7% contribution to retirement account annually.

The Guilford County Partnership for Children is a local non-profit strategically directing over \$17M annually for young children and families in Guilford County. The majority of our funding comes from state and federal funding contracts with the NC Partnership for Children (NCPC), and the NC Division of Child Development and Early Education (DCDEE). Additional funding comes from local foundations, corporate and individual giving. GCPC is part of North Carolina's nationally recognized, statewide Smart Start network. *Our mission is to ensure that all Guilford County children ages birth to five are emotionally, intellectually, and physically ready for success in school.*

SUMMARY

The Guilford County Partnership for Children (GCPC) is looking for an experienced administrative support professional who has strong planning skills and advanced computer skills. The ideal candidate is positive, detail-oriented and collaborative. The Data Entry Specialist is responsible for assisting the Executive Director, Programs, Finance, and NC Pre-K Directors in program support and administrative tasks.

Essential Functions and Responsibilities include:

ADMINISTRATIVE

- Enters purchase order data and attaches back up documentation
- Mails Accounts Payable bi-monthly
- Files Accounts Payable and other filing weekly
- Enters in-kind contributions into the NCPC system
- Provides back up support for receptionist as needed
- Supports fiscal monitoring for external sub-contractors
- Performs various employee benefit account reconciliations
- Provides administrative support to the Director of Finance and Director of NC Pre-K upon request.

NC PRE-K

- Reviews NC Pre-K applications for eligibility and enters data
- Takes minutes for the NC PreK Committee meetings
- Responsible for ordering NC Pre-K program materials and receiving packing slips from sites
- Provide back up support related to attendance processing including but not limited to initial review and data entry

SMART START

- Dolly Parton's Imagination Library data entry

MINIMUM QUALIFICATIONS

- Associate degree in business or related field preferred
- 2 years of administrative / finance support work
- Proficient in MS Word and Excel
- Strong written and verbal communication skills
- Collaborative and positive mindset and approach
- Types a minimum of 50 WPM

Our school readiness investments include equitable access to:

- **High quality childcare** for vulnerable 4-year-old children. The NC Pre-K program funds over 2,000 high quality preschool slots within 40 classrooms at private childcare sites, 52 within Guilford County Schools, and 30 within Guilford Child Development.
- **Professional development for early childhood teachers and caregivers** in quality improvement, family engagement, inclusion, classroom management, and childhood obesity prevention. Training in trauma informed teacher-child interactions is also offered to ensure emotionally responsive, age and culturally appropriate learning environments. Childcare Health Consultants are also available to ensure adherence to health and safety standards. Peer coaching, community learning, and workforce retention support is also offered.
- **Family support services** include evidence-based home visiting programs such as Parents as Teachers, Healthy Start, and Guilford Family Connects. Some individualized mental health services are available for children participating in NC PreK. Pre-natal and neonatal intensive care support is also available.
- **Early literacy programs** (Reading Connections, Learning Together, Reach Out & Read, Dolly Parton Imagination Library)

The Guilford County Partnership for Children is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, or any other protected characteristic as outlined by federal, state, or local laws. GCPC makes hiring decisions based solely on qualifications, merit, and organizational needs at the time.