





standards and requirements; identify and resolve attendance and enrollment discrepancies.

Review, verify and process State Preschool Programs Enrollment and Attendance Registers, and related claims for reimbursements; assure accuracy of related data and calculations and compliance with established standards and requirements.

Receive, review, process, input and verify purchase orders, conference reimbursements, invoices, bills, mileage forms and contract agreements; audit documents for accuracy in cost calculations; prepare documents for payment and ~~sub~~ for approval; follow up on payments and status.

Serve as a liaison between the Division, County Office and governmental agencies concerning assigned accounting functions.

Assist Division administrators with updating budgets as directed.

Review and

