

GRANT BILLING SPECIALIST JOB DESCRIPTION

POSITION TITLE: Grant Billing Specialist

REPORTS TO: Director of Finance

JOB CLASSIFICATION: Non-Exempt, Full-Time

DIRECTLY SUPERVISES: N/A

COMPENSATION: \$20-\$22 per hour depending on experience

CREATED: 04/2021

JOB SUMMARY:

The incumbent is responsible for billing code oversight for Brothers Redevelopment, Inc. grant requirements. The Grant Billing Specialist works in conjunction with department/program managers and Director of Finance to ensure timely audit reporting, revenue tracking of invoices, proper job coding against budgets, and to resolve funding issues/inquiries.

ESSENTIAL JOB DUTIES & RESPONSIBILITIES:

- Obtain invoices and assign appropriate billing codes for correct reporting and payment for Tenant Rental and Utility Assistance (TRUA) program.
- Conduct focused reviews of billing on TRUA program in conjunction with Program Manager(s).
- Assist with contract and revenue tracking to ensure revenue booked in proper periods, and contract totals are tracked. Ensure no overbilling.
- Conduct audit reporting of charges; identify inconsistencies.
- Research and identify resolutions for inquiries and/or disputes of invoice job coding.
- Collaborate with TRUA program partners to provide coding education for employees reporting on timesheets; identify inconsistencies.
- Review ALL timesheets to ensure job codes are allocated correctly before payroll processing and each team member is reporting their time to the applicable job code.
- Assist with contract and revenue tracking sheet to ensure revenue booked in proper periods, and contract totals are tracked; ensure no overbilling.
- Coordinate's coding of expenditures related to assigned government grants.
- Investigate and correct abnormal job coding on invoices in Quickbase, and timesheets in CoAdvantage/Kronos.
- Report on outstanding debts and deadlines in conjunction with TRUA Program Manager/Director of Finance.
- Provide monthly reporting to Director of Finance for appropriate job coding and reconcile discrepancies timely.
- Maintain accurate records and providing detailed, professional notes in Quickbase and CoAdvantage/Kronos.
- Meet daily goals as outlined by Director of Finance and TRUA Program Manager.

- Dress and interact professionally in an office environment.
- Follow all company policies and address issues following appropriate chain of command.
- Complete other duties as assigned by Director of Finance.

MINIMUM QUALIFICATIONS:

- Associate degree is required; Bachelor's degree or equivalent business experience preferred.
- Must have strong attention to detail and accuracy for reconciliation of accounts.
- Strong skills in Excel, problem solving, interpersonal and communication skills.

PREFERRED QUALIFICATIONS:

- Prior experience at a Non-Profit with Grant funding background
- Detailed working knowledge of Quickbase and Kronos or job costing software
- Proficiency in data analysis reporting.

COMPETENCIES:

- Knowledge of generally accepted accounting principles and nonprofit accounting standard pronouncements.
- Ability to communicate effectively, both in writing and orally.
- Ability to establish and maintain effective working relationships with vendors and employees at all levels throughout the organization.
- Outstanding customer service skills with ability to maintain excellent customer service to various campus departments.
- Attention to detail and sound judgement.

Work Schedule: Work schedule is 8 am to 4:30 pm Monday through Friday, five days a week, 8 hours/day.

BENEFITS:

- 403B with 3% match
- Dental Insurance
- Health Insurance
- Paid time off including vacation, sick and personal leave; plus, paid holidays
- Life Insurance
- Vision Insurance
- Solid working environment