



**POSITION TITLE:** Grant Billing Specialist  
**REPORTS TO:** Director of Finance  
**JOB CLASSIFICATION:** Non-Exempt, Full-Time  
**COMPENSATION:** \$20-\$22 per hour depending on experience

## **MAKE HOUSING DREAMS COME TRUE AT BROTHERS REDEVELOPMENT**

Use your skills and your experience to impact thousands of lives each year and to help people stay in their homes through Brothers Redevelopment's innovative programs. At Brothers Redevelopment, you will find meaning in your work and will go home each day knowing you're making a difference in someone's life. Together, we can make Colorado's housing dreams come true. Apply today.

### **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. *This position will be completely remote.*

### **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 or 2+ years of work experience.
- Must have strong attention to detail and accuracy for reconciliation of accounts.
- Strong skills in Excel, problem solving, interpersonal and communication skills.
- Intermediate knowledge of other Microsoft software (Word, Outlook).
- Ability to handle multiple tasks and changing priorities.
- Able to communicate professionally, effectively, simply, and directly.
- Seeks feedback and accepts and owns mistakes.
- Strives for excellent customer service satisfaction.

**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