



Stone House makes a difference in our community by caring for and protecting adult and child survivors of domestic abuse, and helping them rebuild safe, secure, independent lives of purpose and self-fulfillment.
www.stonehouseinc.org

Financial Operations and Gov't Contract Billing Coordinator

Job description

The Financial Operations and Government Contract Billings Coordinator is the key to efficient and effective accounting operations. This position is the link between our outsourced accounting team, our Director of Business and Contracts and our internal Program and Operations staff. All accounting related information will flow through this position, including vendor invoices, deposits, payroll, grant invoices, program statistics, government contract billing invoices and additional forms of data. To be successful, this position must gain working knowledge in all facets of the program and accounting operations, be able to recognize and resolve operational inefficiencies that inhibit the flow of information and suggest ways to optimize limited resources.

Duties include:

- Primary Responsibilities:
- Facilitate the flow of financial information between our internal staff and our outsourced accounting partners.
- Process incoming mail, making the daily deposit and tracking all receipts needed to support government contract billing .

- Provide quality control on the bookkeeping operation by verifying that transactions are recorded correctly. Participate in the government grant billing process, including compiling the required back-up and submitting the final invoices to the appropriate funding sources.
- Act as the “audit buddy” to the annual audit team, assisting them in gather whatever documents and information needed.
- Provide assistance and support to company personnel in obtaining and tracking receipts to support multiple monthly government contract billings
- Inform management and compile reports/summaries on activity areas
- Research, track and restore accounting or documentation problems and discrepancies
- Daily enter key data of financial transactions in database
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Communicate with vendors and reconcile monthly billings
- Daily enter key data of financial transactions in database

- Assist with payroll processing.

Requirements and Qualifications:

- Solid understanding of basic bookkeeping
- Proven ability to manage accounting financial records
- A knack for numbers
- Hands-on experience with spreadsheets and accounting software
- Education. Willingness to complete areas of study in areas not brought to the position.
- Ability to produce quality work in a consistent manner.
- Ability to produce the quantity of work necessary to complete deliverables of position.

- o Ability to interact with co-workers, clients, and vendors in an articulate, pleasant, courteous, and business-like manner.
- o Ability to work under pressure.
- o Ability to work independently, as well as part of a team.
- o Adaptability to changing demands.
- o Effective problem-solving skills.
- o Excellent communication, organization, and multi-task management skills.
- o Ability to work both on and off site.
- o Facility with Excel, Word, Google docs/sheets.
- o Knowledge of Quickbooks and Salesforce preferred
- o High degree of accuracy and attention to detail.
- o Ability to meet deadlines.
- o Ability to maintain confidential information.

Internal and External Contacts:

- This position interacts with Senior Financial & Grants Director ,outsourced accounting staff, Auditor, and Office Manager (payroll).

Reporting Structure:

- This position reports to the Chief Operations Officer and the Director of Business and Contracts

Additional Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function in a satisfactory manner. The requirements listed above are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires proof of valid, complete COVID-19 vaccination status.

Hours:

Full-time. 40 hours per week. Daily schedule to be negotiated. This job may contain both on site and remote work.

Diversity and a Commitment to a Quality Workplace.

Stone House is an Affirmative Action and Equal Opportunity Employer. We are committed to fair and impartial treatment in all our relations with employees, as well as applicants for employment, to recruit,

upgrade, train, and promote in all job titles without regard to race, color, gender, gender identity or expression, sexual orientation, religion, age, national origin, disability, marital status, protected veteran status, genetic information, or any other legally protected characteristic. In addition, Stone House complies with applicable state and local laws prohibiting discrimination in employment in each jurisdiction in which it maintains facilities. Managers base employment decisions on the principles of Equal Employment Opportunity, including but not limited to decisions concerning recruiting, hiring, upgrading, and downgrading, discharge, training, promotions (in all job titles), compensation, benefits, layoffs, returns from layoffs and social and recreational programs. The intention behind our policy is to provide an equal employment opportunity program that will simultaneously serve the requirements of society, the law, sound business practices, and individual dignity. By this program, Stone House wishes to ensure that all employees can make their maximum contribution to Stone House and to their own career goals.

Job Type: Full-time

COVID-19 considerations: All Staff must be fully vaccinated against COVID -19.

