



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

Government Contract Billing & Reporting Coordinator

Job description

The Government Contract Billing & Reporting Coordinator is the key to efficient and effective billing operations. This position is responsible for the billing and reporting activities that are required by our public sector contracts and grants. This position works closely with our accounting team, our Director of Business and Contracts and our Program staff. The Coordinator will be involved in the preparation of Government Grant Proposals, Invoicing and Reporting.

To be successful, this position must gain working knowledge in all facets of the program and accounting operations, be able to enter and retrieve information to/from our agency data bases which collect client services data, as well as our accounting and billing programs.

Duties include:

Primary Responsibilities:

- Prepare monthly and quarterly invoices to funders. Collect the necessary backup to support the invoices.
- Facilitate the flow of financial data and program information between our internal staff and our outsourced accounting partners.

- As requested, work with the funders to adjust or support invoices as necessary.
- Work with the Senior and Program staff to prepare mandatory reports to funders.
- Inform management and compile reports/summaries on activity areas
- Research, track and restore accounting or documentation problems and discrepancies
- Enter key data of financial transactions in database
- Reconcile accounts in a timely manner

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
- Ability to produce quality work in a consistent manner.
- Ability to produce the quantity of work necessary to complete deliverables of position.
- Ability to interact with co-workers, clients, and vendors in an articulate, pleasant, courteous, and business-like manner.
- Ability to work under pressure.
- Ability to work independently, as well as part of a team.
- Adaptability to changing demands.
- Maintaining invoices and backup included contract records and correspondence. Ability to create, monitor and track expenses in contract budgets.
- Effective problem-solving skills.
- Excellent communication, organization, and multi-task management skills.
- Ability to work both on and off site.
- Comfortable with Excel, Word, Google docs/sheets.
- Knowledge of Quickbooks, Salesforce, ETO (Bonerra) and Housubg and Urban Development's (HUD) HMIS would be a plus.
- High degree of accuracy and attention to detail.
- Ability to maintain confidential information and meet deadlines.

Reporting Structure:

- This position reports to the Director of Business & Contracts with close interaction with the Chief Operations Officer

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.

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- weekdays . 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.