



Position: Grants Billing Specialist
Reports To: Director of Finance
Location: Auburn Service Office/Hybrid
Job Status: Non-Exempt 20.00/Hourly

Position Summary: The Grants Budget & Billing Specialist works with the Development and Finance teams to manage billing for all grants and contracts providing funding for Stand Up Placer services. The position will be responsible for developing appropriate internal controls, ensuring accounting procedures are followed, assisting agency leaders with project budgets that meet funder requirements, modifying budgets when needed, and submitting routine billing documents to funders. The position will assist with setting up and launching a new Grants Management System and regular uploading of current financial information to enable agency leaders to monitor progress at the grant and program levels.

Responsibilities

- Works in collaboration with Senior Leadership and Program Directors to draft project budgets and comply with budget requirements for all new projects and grant renewals.
- Responsible for ensuring personnel, operating, and equipment costs are included in budgets at correct rates.
- Responsible for ensuring budgeted items comply with funder requirements and RFP restrictions including knowledge of Uniform Guidance CFR 200, indirect cost rates, etc.
- Adds approved grant budgets to Grant Management Software upon approval and confirms privacy settings are accurate.
- Responsible for regular review and updating of CalOES budgets when new templates are released.
- Works with the Director of Development to complete budget modifications including recording expenses, updating funder documents, and providing revised budgets.
- Works with the IT/Data Services team to update and disseminate Grant Summary Forms following modification approval.
- Records modifications into Grant Management System upon approval.
- Upload current spending information for all grants into Grant Management System on regular basis and verifying accuracy of updates through regular monitoring.
- Work with Program Managers to review progress in spending and document any challenges or anomalies.
- Work with Finance Department to complete monthly and quarterly billing as needed including compiling financial information, formatting invoices per funder requirements, and verifying accuracy of information prior to submission.
- Works collaboratively with Finance and Human Resources departments to ensure billing accuracy.
- Provides up to date grant budget information and updates to program managers to meet funder reporting requirements.
- Works with Payroll Specialist to ensure time allocations are up to date and employees have the necessary information and access to complete functional timesheets.

Qualifications & Requirements:

- Associates degree in a related field required. Bachelor's degree in a related field preferred.
- Minimum of 2 years of experience in nonprofit finance, billing, grants, or program implementation strongly preferred.
- Minimum of 2 years of experience developing and monitoring CalOES and/or HUD governmental grants strongly preferred.
- Knowledge of accrual accounting practices, GAAP, indirect cost rates, and government funding compliance.
- Strong attention to detail and accuracy of written communications, data entry, etc.
- Excellent knowledge of and experience with Excel.
- Excellent computer skills and comfort in working with a variety of systems including financial accounting software, web-based databases or tracking tools, etc.
- Excellent written and interpersonal communications skills.
- Excellent organizational and time management skills and detail-oriented mentality
- Hiring requirements include a criminal records background check clearance.
- Knowledge and demonstrated commitment to the SUP mission and values.