

Job Posting

POSITION

Billing Specialist

EMPLOYMENT TYPE

Regular FT – 35 hours/week

SALARY

\$27.48 per hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for preparing monthly/quarterly vouchers to government agencies
- Audit preparation for outside auditors of the government contracts
- General Ledger analysis for those programs related to government funding
- Prepare assigned vouchers for funding sources
- Work with Payroll and Accounts Payable to gather data related to voucher preparation
- Review General Ledgers and prepare any necessary journal entries
- Review and Reconcile Cash Receipts/Client Contributions
- Maintain templates for Monthly budget to actual analysis
- Help to prepare for audits and other special assignments as needed
- Maintain Grant portfolios in audit-ready condition
- Review aging receivables

COMPETENCIES

- Excellent people and interpersonal skills. Ability to work independently.
- Skill to organize and prioritize workload to meet deadlines

EDUCATION EXPERIENCE

- Associate or Bachelor's degree preferred but not required.
- Basic Accounting skills
- Computer literate in current Windows applications-excel, word, outlook
- Prior Experience with YARDI a plus

SUBMIT RESUME TO:

RBcareers@riseboro.org