

## **Job Description: Billing Specialist**

**Position Title:** Billing Specialist

**Hours:** Part-Time - 20 hours per week

**Compensation:** \$32-33/hr.

### **About Us**

Family Promise of the South Bay prevents and ends homelessness for families with children and helps them to achieve sustainable independence through a community-based response. We offer a comprehensive program that includes housing, case management, children's programming, mental health support, and wraparound services.

### **Position Overview**

We are seeking an experienced Billing Specialist to join our dedicated team. The Billing Specialist is critical to the organization's daily operations and financial health to ensure we can deliver on our mission. As the Billing Specialist, you will oversee the day-to-day administration of financial functions of Family Promise of the South Bay. You will be accountable to monitor and track the organization's overall revenue, expenses, and billing for grants and HealthNet. The person who fills this position must be highly motivated, organized, and detail-oriented.

### **Key Responsibilities**

#### Financial Support:

- Implements financial and accounting best practices to ensure legal compliance with financial reporting and banking regulations at the local, state, and federal level.
- Prepare the financial section of bi-monthly board reports.
- Perform banking functions - Track and prepare bank deposits.
- Prepare, track, and complete monthly expense and credit card reports.
- Works closely with Jitasa (our accounting and bookkeeping contracts) to reconcile monthly financials.
- Reviews and processes payments/billing made to clients, vendors, and other contractors.
- Review and process all staff reimbursements on a monthly basis.
- Monitor and oversee payroll processing in conjunction with ADP.
- Ensure that W-2 forms for all employees past and present are processed and distributed by the deadline.
- Other duties as assigned.

#### Grant Billing Management:

- Prepare budgets and financial plans for grant proposals and HealthNet contract in collaboration with the Development Team and Director of Operations.
- Submit grant and HealthNet reports and billing invoices on a monthly and quarterly basis.
- Track grant cycles and payments.
- Communicate with funders as needed.
- Other duties as assigned.

Donor Giving:

- In conjunction with the Development Team, track monthly donor monetary giving.
- Update and monitor gift card tracker, to keep track of the flow of gift cards being donated and being distributed.
- Collaborate with the Development Team to provide financial details for fundraisers and donors to Jitasa for monthly financial reports and reconciliation.
- Other duties as assigned.

**Qualifications**

- Bachelor's Degree from an accredited college/university in a related field (e.g. nonprofit management, finances, social work) OR 3 years relevant experience.
- Dedicated to the mission and vision of Family Promise of the South Bay.
- Previous experience in behavioral health, human services, social services, nonprofit management or related fields preferred.
- Previous experience in finances, invoicing, billing.
- Proficient in the use of QuickBooks and/or ability to quickly learn and become proficient in the use of QuickBooks.
- Proficient in Microsoft Office Suite, Google Suite, or related software.
- Strong verbal and written communication and interpersonal skills are mandatory.
- Excellent organizational skills, attention to detail, and ability to be self-motivated and disciplined.
- Excellent analytical, decision-making, and problem-solving skills.
- Ability to work effectively and support others in a constantly changing and sometimes demanding environment.
- Ability to handle confidential information with discretion.
- Ability to effectively interact with clients, co-workers, and volunteers with diverse ethnic and cultural backgrounds and treat each individual with respect, dignity, and compassion.
- Able to work with basic supervision, with initiative, and good judgment.
- Local travel required; must have a reliable vehicle, insurance, clean driving record, and current California Driver's License.

## Why Join Us?

- **Hybrid and Flexible Work Schedule:** Enjoy the flexibility of working both remotely and in our Torrance office, with a schedule that supports work-life balance.
- **Meaningful Impact:** Play a crucial role in helping families achieve stability and independence.
- **Supportive Culture:** Our organization values harm reduction and prioritizes the well-being of our staff. We foster a supportive and inclusive environment where every team member is valued.
- **Holistic Approach:** Be part of an organization that takes a comprehensive approach to addressing homelessness, focusing on long-term solutions and family stability.
- **Staff Well-Being:** We are committed to supporting our staff with resources and benefits that enhance their personal and professional lives.

## Application Instructions

If you are passionate about making a difference and have the skills and experience we are looking for, we would love to hear from you! Please email your cover letter and resume to Samantha Cisneros at [samantha@familypromiseosb.org](mailto:samantha@familypromiseosb.org). Please include the words "Billing Specialist" in the subject line.

## Equal Employment Opportunity

Family Promise of the South Bay provides equal employment opportunities to all employees and applications for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

## Disclaimer

Family Promise of the South Bay reserves the right to modify, interpret, or apply this job description as needed to meet the needs of the agency. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains at-will. These job requirements are subject to change to reasonably accommodate qualified individuals with disabilities.