

Franklin County DIAL/SELF Job Description

Title: Billing & Compliance Coordinator

Department: Administration

Primary Supervisor: Executive Director

Status: Part time (20 Hours per week), non-exempt hourly employee

Job Summary: DIAL/SELF is committed to creating a culture of diversity, equity and inclusion, and the work of this position requires that applicants be able and willing to embrace this commitment.

The Billing & Compliance Coordinator will support the administrative team with contract billing and contract and regulatory compliance review to ensure agency operations meet internal and external requirements. The BCC will support the quarterly, monthly and intermittent billing process for multiple private, state and federal grants. The BCC will support annual audit processes. The BCC will also support regular reviews of filing systems, policies and other regulations that interface with fiscal and human resource operations. At the time of this position description, the agency has an annual operating budget of \$2 million, holds 2 state contracts, 5 federal contracts and owns 3 properties directly or through solely owned LLCs.

Prevention and work location considerations:

Staff may be required to wear PPE such as masks on site in certain situations. There is an expectation of on-site work throughout Franklin and Hampshire Counties. The primary location for onsite work is in Greenfield. This position is an in-person position that has the potential for limited hybrid work after a 3 month training period.

Preferred Qualifications:

- Lived experience of navigating homelessness and housing instability as a youth under 25 years old
- Spanish or American Sign Language fluency
- 24+ months of accounting/bookkeeper experience

Required Qualifications:

- Appropriate training and education
- Experience with accounting software tracking expenses across multiple funding streams
- Experience reviewing external policies and regulations and crafting or amending internal policies
- Medium to advanced Microsoft Excel (pivot tables, multi-tab and multi-file formulas)
- Ability to manage stressful situations, prioritize, problem-solve effectively, and maintain professional boundaries
- Effective communication and interpersonal skills for interacting with staff, volunteers, funders, auditors and community members
- Basic competency with smartphones, tablets, email and web-based data entry systems
- Ability to walk up and down 1-3 flights of stairs
- Must have a valid driver's license, reliable transportation, and have safe driving record with no major faults in last 3 years
- CORI, SORI, DCF and FBI background checks required by funders

Duties and Responsibilities:

- Complete initial orientation and position training
- Support monthly fiscal billing to funders
- Support monthly fiscal reconciliations
- Support human resource processes and filing systems
- Cross-train in accounts payable and payroll as it relates to understanding of billing and compliance requirements
- Regularly review internal policies, research external requirements and make suggestions for policy revision and/or creation.
- Participate in regular staff meetings, clinical trainings, and individual supervision
- Support agency peers as needed with tasks as part of team approach to support the needs of agency programs

Compensation:

- \$24/Hour (+0.50/hour Spanish/ASL Fluency, +0.50/hour relevant Lived Experience experiencing homelessness as a YYA, +0.50/hour for 24+ months of directly relevant experience)
- Rate of pay is determined by annual budget and not subject to negotiation.
- Health New England, Delta Dental (50% employer paid)
- MA Extended Family & Medical Leave (100% employer paid)
- 12 Paid Sick & 21 Days of Paid Time Off per fiscal year at starting
- 403(b) Retirement plan with limited company match
- Paid self-care time
- Retention Bonus after 1 year (\$600)

Version 9-5-2024