

URBAN LEAGUE OF BROWARD COUNTY

Job Description

Title:	Data and Billing Coordinator
Classification:	Exempt
Department:	Finance Administration/Contract and Data Management
Supervisor:	Contract and Data Manager
Revision Date:	December 2011

Purpose of Position

The Data and Billing Coordinator is primarily responsible for providing team leadership with receiving, reviewing, in putting and monitoring program data into the funder's database.

Job Responsibilities

- ❖ Supervise department staff in the absence of the manager.
- ❖ Review and approve all data / service validations.
- ❖ Assist with monthly invoicing.
- ❖ Oversee reconciliations.
- ❖ Oversee inventory.
- ❖ Assist with collection of research data for agency outcomes.
- ❖ Provide support and assistant the department manager as directed.
- ❖ Train new staff on roles and responsibilities.
- ❖ Provide input on probationary and annual evaluations.
- ❖ Assist with updating department standard operating procedures.
- ❖ Assist with personnel file management.
- ❖ Conduct monthly personnel reviews.
- ❖ Assist HR Manager monthly with assigned projects.
- ❖ Input data timely and accurately for unit of service and similarly reimbursed contracts utilizing the appropriate funding source's data tracking system (i.e. SAMIS and CSMS).
- ❖ Run outcome reports for benchmarks and updates on the data entry process, especially as it relates to accuracy and other quality assurance elements.
- ❖ Reports discrepancies and requires that team provide time corrections.
- ❖ Run monthly program general ledgers from Blackbaud.
- ❖ Responsible for mitigating possible audit findings.
- ❖ Performs other related duties as assigned.

Standards for Measuring Performance

- ❖ Must be detail oriented and able to problem solve.
- ❖ Must be able to type a minimum of 60 wpm.
- ❖ Ability to perform accurate data entry in a cubicle based environment
- ❖ Outstanding organizational and time management skills.
- ❖ Displays a full understanding of contemporary office technology including personal computer, laptop, electronic mail, scanner, copier, printer and fax machine.
- ❖ Demonstrates superior computer proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.

- ❖ Ability to carry out responsibilities with flexibility to adapt to changing needs and goals.
- ❖ Positive and team-oriented attitude.
- ❖ Must demonstrate tact and diplomacy in interpersonal communication and relations.
- ❖ Must possess excellent quantitative and analytical skills.

Education/Experience

Associates degree in Business Administration preferred; or business school training. Must have at least two years of relevant experience in data entry. At least two years supervisory experience, preferred.

Other

Must have a valid Florida drivers license and reliable transportation
Must be able to pass a level two criminal background check and drug screening

THE URBAN LEAGUE OF BROWARD COUNTY -- AN EQUAL OPPORTUNITY EMPLOYER