



## Urban League of Broward County Employment Opportunity Posting Date: August 2023

### Job Description

Title: **Billing Contracts Coordinator**  
Department/Team: Finance and Administration/Contracts Administration  
Supervisor: Director of Contracts Administration  
Revision Date: August 2023

### Summary

The *Billing Contracts Coordinator* plays a critical role in ensuring the efficient management and administration of contracts and agreements as well as overseeing the organization's contractual relationships, compliance with contract and regulatory requirements, and maintaining accurate records of all contractual activities for reporting, invoicing, data submission, audit, and compliance. The Billing Contracts Coordinator works collaboratively with all internal divisions and external partners to facilitate smooth contract processes and support the organization's mission.

### Core Duties and Responsibilities

#### Data and Billing

- Coordinate and execute the billing process, ensuring accurate and timely generation of invoices and statements, including copy, scan, and file checks, receipts and necessary documentation for reports
- Review billing data to ensure completeness and accuracy before invoicing, including overseeing DBUI staff in entering data.
- Generate and distribute invoices to clients, donors, partners, and other relevant parties.
- Maintain organized and up-to-date billing records, both electronically and in hard copy format, as required.
- Reconcile billing data with financial accounts to ensure accuracy and investigate and resolve billing discrepancies and issues promptly.
- Prepare regular financial reports summarizing billing activities and outstanding balances, including invoice tracking and comparing to A/R to update aging accounts.
- Collaborate with internal teams to address billing-related questions and concerns, including surveilling program utilization and performance and communicating performance to internal stakeholders.
- Ensure compliance with financial regulations and internal financial policies during billing processes, including assisting with funder budget development and modification.
- Input new vendor's IRS Form W9s into Blackbaud's Financial Edge and annual vendor registration renewals.
- Ensure vendors for County, State and Federal contracts are not on disbarred list.
- Assist with web invoice updates (add or remove staff to access system, password resets, reviews check requests, and W9 input).

#### People Management

- Hires, trains, and evaluates staff with Human Resources Department
- Provides management and leadership to direct report(s) and identifies opportunities for professional development.
- Establishes effective working relationships and lines of communication with staff and management team.
- Completes introductory and annual performance reviews in a timely manner.
- Regularly monitors staff performance and skill development.
- Assesses and resolves, as appropriate, operational and personnel issues within written policies and procedures.
- Identifies team development opportunities that increase productivity and effectiveness.

#### Contract Administration

- Monitor the performance of active contracts, tracking milestones, deliverables, and key dates to ensure timely execution.
- Ensure that contracts address potential risks and liabilities and make recommendations to mitigate these risks.
- Maintain an organized and comprehensive database of contracts, amendments, and related documents.
- Ensure accurate and up-to-date records of all contractual activities, correspondence, and approvals.
- Identify opportunities to streamline and improve the contract management process, increasing efficiency and effectiveness

- Draft, review, and negotiate contracts, agreements, as assigned, ensuring they align with the organization's goals and legal standards.
- Collaborate with internal departments to gather necessary information for contract development and ensure contract terms meet organizational requirements.
- Generate reports on contract status, compliance, and performance for internal stakeholders and as necessary funders/investors.
- Develop and implement best practices for contract administration.
- Prepare for administrative and programmatic audits conducted by funders; support the internal quality assurance and outcome measurement process, as assigned.

#### **General Administrative**

- Assist with the annual audit prep and work plan.
- Maintain effective lines of communication, keeping supervisors fully informed of all issues and immediately with critical issues related to billing, contract administration and compliance.
- Provide support and assist the Finance and Administration Department as directed.
- Maintain and update department standard operating procedures.
- Assist with archiving financial support regarding all documents.
- Perform other related duties as assigned.

**EDUCATION AND/OR EXPERIENCE:** Bachelor's degree preferred; Associate's degree (A.A.) or combination of education and minimum of three years related experience and/or training.

#### **SKILLS, ABILITIES, AND QUALIFICATIONS:**

- Must possess excellent quantitative and analytical skills.
- Must be able to work evenings and weekends as business needs warrant.
- Must be detail oriented and able to problem solve.
- Ability to perform accurate data entry in a cubicle-based environment
- Outstanding organizational and time management skills.
- 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.

#### **OTHER:**

- Must have a valid Florida Driver License and reliable transportation.
- Must be able to pass Level 2 background and drug screening.
- In compliance with the E-Verify Florida law, all persons hired are required to complete an I-9 form and provide the necessary documents to verify eligibility to work in the United States.

**The Urban League of Broward County** is an Equal Opportunity Employer committed to complying with all federal, state and local equal laws.

**If interested, submit cover letter AND resume to:**

**[hiring@ulbcfl.org](mailto:hiring@ulbcfl.org)**