



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy

TITLE: Billing Contracts Coordinator

Type: Full Time

Supervisor: Director of Contracts

Department: Finance and Administration

PURPOSE: The **Billing Contracts Coordinator** is primarily responsible for the Urban League of Broward County's (ULBC) funder invoicing; monitoring program data into the funder's database; and assist with state contracts.

CORE DUTIES AND RESPONSIBILITIES include the following (Other duties may be assigned):

- Serves as the Web Invoice Administrator (, add or remove staff to access system, password resets, reviews check requests, and W9 input)
- Enter and update funder budgets and modifications
- Reconcile philanthropy pledges and donation totals quarterly with Blackbaud's Financial Edge Data
- Input new vendor's IRS Form W9s into Blackbaud's Financial Edge and annual vendor registration renewals.
- Update invoice tracking and compare to A/R to update aging accounts.
- Ensure vendors for State contracts are not on disbarred list
- Copy, scan, and file checks, receipts and necessary documentation for monthly reports.
- Assist with the annual audit prep and work plan.
- Mitigates possible audit findings
- Leads annual company File Destruction including informing staff of the process.
- Assist with Request for Proposal (RFP) and procurement.
- Manage ULBC's inventory of assets (i.e. cellphones, laptops, and vans).
- Maintains effective lines of communication, keeping supervisor fully informed of all issues and immediately with critical issues.
- Provides support and assist the Finance and Administration Department as directed.
- Assists with updating department standard operating procedures.
- Assists with archiving financial support regarding all documents.
- Collaborate with immediate supervisor to develop a team strategic plan and implement approaches to achieve it.
- Performs other related duties as assigned.

ATTENDANCE:

Must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks; where applicable.

EDUCATION AND/OR EXPERIENCE:

Bachelor's degree preferred; Associate's degree (A.A.) required and two years related experience and/or training.

OTHER SKILL, ABILITIES, AND QUALIFICATIONS:

- Must possess excellent quantitative and analytical skills.
- Must be extremely accurate with data entry.
- 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.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is required to stand; sit; stoop; kneel or crouch; and walk. The employee must occasionally lift and/or move up to 15 pounds.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must have a valid Florida driver's license and reliable transportation.
- Must pass drug screening and Level 2 background fingerprinting.

To Apply:

Submit Cover Letter and Resume to:
HIRING@ULBCFL.ORG

THE URBAN LEAGUE OF BROWARD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER