Position: Data and Billing Specialist
Classification: Nonexempt
Department: Finance and Administration
Supervisor: Billing Contract Coordinator
Revision Date: December 2021

Purpose of Position
The Data and Billing Specialist is primarily responsible for receiving, reviewing, inputting and monitoring program data into the funders’ database.

Essential Duties and Job Responsibilities
- Collects intake packets, pre/post tests and thoroughly reviews for accuracy.
- Enters all demographics into funder’s database.
- Validates data on all documents before entering.
- Enters scores of pre and post test and verifies accuracy of entered data.
- Inputs 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 KIT Solutions).
- Runs 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 timely corrections.
- Copy checks, receipts, and necessary documentation for monthly reports.
- Matches relevant documentation for specific monthly reports.
- Reconciles checks with receipts.
- Delivers monthly invoices to funders, when necessary.
- Assists Data and Billing Coordinator with distribution of inventory in accordance with departmental policies and procedures.
- Assists Data and Billing Coordinator with mitigating possible audit findings.
- Files appropriate documents as necessary.
- Provides direct support to immediate supervisor.
- Performs other related duties as assigned.

Job Specifications and Requirements
- High School Diploma or equivalent required. Associate’s degree or business school training preferred.
- Must have at least two years of data entry and other relevant experience. Non-profit cost reimbursement and units of service experience, preferred.
- Ability to work independently with minimal supervision.
Proficient in time management to fulfill all tasks in a timely manner adhering to department guidelines and supervisory expectations.

Knowledgeable in working with the data management systems.

Must be detail oriented and able to problem solve.

Must be computer literate with Microsoft Office; however, extremely proficient with Microsoft Excel.

Must be able to type a minimum of 60 wpm.

Must possess excellent quantitative and analytical skills.

Must have the ability to perform accurate data entry in a cubicle based environment.

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’s license and reliable transportation.

Must pass a Level 2 background and drug screening.

Submit Cover Letter and Resume to:

hiring@ulbcfl.org

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