



URBAN LEAGUE OF BROWARD COUNTY

Job Vacancy Posting

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.
- ❖ Validate data on all documents before entering.
- ❖ Enter 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.
- ❖ Deliver monthly invoices to funders, when necessary.
- ❖ Assist Data and Billing Coordinator with distribution of inventory in accordance with departmental policies and procedures.
- ❖ Assist 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](mailto: hiring@ulbcfl.org)

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