



CROSSPURPOSE

Government Grants Billing Specialist 2024 Job Description

Scope and Position Responsibilities

The Billing Specialist ensures compliance with federal, state, and local regulations, institutional policies, and sponsor terms and conditions. Coordinates the monitoring and evaluation of programs and projects funded by grants. Develops and maintains master files on grants and paperwork connected to grant-funded programs and projects.

Department: Government Services Department

Supervisor: Senior Compliance Officer

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility

- Thorough understanding of local, state, and federal funding sources
- Thorough understanding of grant funding policies and procedures and applicable local, state, and federal regulations
- Excellent verbal and written communication skills
- Utilizes internal and external resources for verification and collection of data
- Maintains relationships with all government grant agencies
- Extremely organized and meticulous with details
- Excellent ability to prioritize work and resources
- Ability to meet deadlines
- Ability to learn several government grant requirements
- Professionalism and discretion of all information used for grants
- Collects and ensures all documentation needed for billing is in complete order and accurate for each grant by specific due dates
- Work in a team environment
- Other duties as assigned

Qualifications

- Bachelor's degree in appropriate field of study or equivalent work experience
- Proficient in Microsoft Office Suite, Google G Suite, and other related software
- Strong written and verbal communication skills
- Detail-oriented and organized; must be excellent with follow-up and follow-through
- Ability to work in a team environment
- Ability to problem-solve, multi-task, complete work on time and work independently
- Deep passion for the CrossPurpose mission and values.
- Employees must provide a working laptop (PC preferred) and smartphone.



Hours, Compensation, and Benefits

Hours: 40 hours/week: Monday - Friday 8:00 am - 5:00 pm, and possibly other evening and weekend hours, as scheduled, for organization events.

Salary/Wage: \$ 55,000 - \$66,000 (Support Specialist I)

Vacation Days: 15 days per year, plus the office is closed Christmas Day - New Year's Day, and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, worker compensation, unemployment, short-term disability, long-term disability

These and other benefits are discussed in more detail in our Employee Handbook