



JOB DESCRIPTION

Title: Compliance Specialist/Billing

Reports To: Director of Finance

Department: Finance

FLSA Status: Full Time/Non-Exempt

GENERAL SUMMARY:

The Compliance Specialist is responsible for coordinating, administering and supporting activities related to grant and contract reporting. Through data management, reporting, and monitoring, coordinates with other program managers and officers to ensure compliance with all grant guidelines. Coordinates database needs for HEP. Ensures all services are offered in an inclusive, respectful and professional manner. The Compliance Specialist reports directly to the Director of Finance and is required to provide regular reports as required to manage grant activity. Because this position manages confidential information for clients, the Compliance Specialist must demonstrate the highest degree of professionalism.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Grants Management
- Assist the Vice President and Director of Finance to ensure adequate data collection for grant compliance and reporting
- Set up effective systems to track funds and completes month-end, quarterly, and yearly reports
- Along with Vice President and Director of Finance, interact with contract managers regarding grants
- Serve as point of contact for funders regarding grant deliverables, funds reporting and monitors from contract managers
- Recommend innovative and alternative methods to current operations for improved programmatic effectiveness and efficiency with resources
- Prepare program reports, monthly, quarterly, and annually, as specified
- Monitor quality of data collected and coordinates grants management with other staff as appropriate
- Coordinate with Vice President and Director of Finance to accurately track financial assistance requests according to grant requirements
- Prepare tracking spreadsheets for each specific grant based upon required reportable data
- Invoice for respective Programs according to contract/grant
- Perform other duties necessary as assigned by the Director of Finance
- Record daily check log and scan deposits
- Assist with weekly cash collection

EDUCATION, KNOWLEDGE AND SKILLS REQUIRED:

- Previous accounting experience preferred
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Strong fiscal management and grant reporting experience
- Take leadership role to oversee effective grant implementation



- Strong analytical problem solving
- Effective communication skills both written and verbally
- Model collaborative behavior
- Meet all deadlines agreed upon with Vice President and Director of Finance
- Able to adhere to agency and funder policies and procedures
- Excellent organization and time management skills
- Demonstrate persistence in meeting difficult challenges
- Ability to adapt with ease
- Comfortable working independently and in a team setting
- Proficient in Microsoft Office (Outlook, Word, Excel, Power Point), current accounting software as well as standard office equipment such as computers, phone/copiers/fax, etc.

WORKING CONDITIONS:

- This position requires sitting for long periods of time, standing, bending, reaching, etc.
- Walking and standing on uneven surfaces around HEP campus
- Ability to lift 40 pounds with ease; Anything over 40 pounds requires a team lift
- MUST be able to successfully pass a background check and drug screening

The above declarations are not intended to be an "all-inclusive" list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities.

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Employee Signature

Date