



## **JOB DESCRIPTION**

**Title:** Compliance Specialist/Billing  
**Reports to:** VP of Finance  
**Department:** Finance  
**FLSA Status:** Non-Exempt; Full Time (40 hours per week)

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. Ensures all services are offered to clients and employees in an inclusive, respectful, and professional manner at all times. The Compliance Specialist reports directly to the VP of Finance and is required to provide regular reports as required to manage grant activity.

### **PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:**

- Grants Management
- Assist the Executive Vice President of Operations and VP of Finance to ensure adequate data collection for grant compliance and reporting
- Sets up effective systems to track funds and completes month-end, quarterly, and yearly reports
- Along with Executive Vice President of Operations and VP of Finance, interacts with contract managers regarding grants
- Serves as point of contact for funders regarding grant deliverables, funds reporting and monitors from contract managers
- Recommends innovative and alternative methods to current operations for improved programmatic effectiveness and efficiency with resources
- Prepares program reports, monthly, quarterly, and annually, as specified
- Monitors quality of data collected and coordinates grants management with other staff as appropriate
- Coordinates with Executive Vice President of Operations and VP of Finance to accurately track financial assistance requests according to grant requirements
- Prepares tracking spreadsheets for each specific grant based upon required reportable data
- Invoice for respective Programs according to contract/grant
- Able to adhere to agency and funder policies and procedures
- Performs other duties necessary as assigned by the VP of Finance

### **EDUCATION, KNOWLEDGE AND SKILLS REQUIRED:**

- One year of previous accounting experience
- Sensitivity to the cultural diversity of clients to successfully work with diverse racial, ethnic and economic groups
- Strong fiscal management and grant reporting experience
- Takes initiative in leadership role to oversee effective grant implementation
- Strong analytical problem solving
- Excellent communication skills (written and verbally)
- Models collaborative behavior
- Meets all deadlines agreed upon with Executive Vice President of Operations and VP of Finance





- Superior organization and time management skills
- Demonstrates persistence in meeting difficult challenges
- Ability to adapt with ease
- Comfortable working independently and in a team setting
- Proficient in Microsoft Office 365

**PHYSICAL DEMANDS AND 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 35 pounds with ease; Anything over 35 pounds requires a team lift
- MJST be able to successfully pass a background check Level 1, drug and alcohol 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.*