



## **Billing Specialist, Grants & Contracts**

**Location:**

Lawrenceville, NJ (on-site)

**Position Type/Classification:**

Full-Time/Exempt

**Reporting to:**

Director of Grants Management (Post-Award)

**Compensation:**

\$49,000-\$55,000/year

**Organization Overview**

The mission of HomeFront is to end homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We give people skills and opportunities to ensure adequate incomes and to increase the availability of adequate affordable housing. We help homeless families advocate for themselves individually and collectively.

**Job Summary/Objective**

HomeFront seeks a Billing Specialist to support the financial administration of government grants, private grants, and fee-for-service contracts. This position is responsible for billing and reimbursement requests, financial tracking and reconciliation, revenue monitoring, payroll and effort reporting support, compliance documentation, and supporting audit preparation. The Billing Specialist works collaboratively with Grants Management, Finance, Development, Program staff, and HomeFront administration to ensure expenditures are accurately documented, billed, collected, reconciled, and reported in accordance with funder and contract requirements.

The ideal candidate has demonstrated experience with accounting and non-profit grant reporting, pays strong attention to detail, and has a commitment to HomeFront's mission. The candidate also wants to work in a diverse, welcoming and collaborative atmosphere, where we place high value on service to and with clients, colleagues, volunteers, vendors, grantors, and donors.

The successful candidate will report to the Director of Grants Management (Post-Award). This position will coordinate across departments, serving as a primary liaison between the Grants Management and Finance departments, linking program staff, data, finance, and development in the successful reporting and tracking of grants.

**Essential Job Functions/Responsibilities****Billing and Revenue Management**

- Prepare and submit invoices, reimbursement requests, drawdowns, and fiscal reporting packages for government grants, private grants, and fee-for-service contracts accurately and on-time.
- Maintain billing schedules and monitor submission deadlines.
- Track receivables and coordinate follow-up on outstanding payments.
- Support award and contract closeout activities by ensuring all billings and financial reports are completed timely and accurately.
- Prepare regular reports on billings, collections, outstanding receivable and anticipated revenue.

### Financial Tracking and Reconciliation

- Maintain grant and contract financial tracking tools, expenditure reports, and budget-to-actual analyses.
- Monitor expenditures against approved budgets and contract terms.
- Review expenditures and supporting documentation for allowability and compliance prior to billing submission.
- Reconcile expenditures, receipts, reimbursements, and revenues with accounting records.
- Investigate and assist in resolving financial discrepancies.

### Payroll Allocation and Compliance Support

- Assist with reviewing payroll allocations charged to grants and contracts.
- Ensure payroll expenses billed to grants and contracts are properly documented and supported.
- Maintain organized financial records for audits, monitoring visits, and compliance reviews.

### Reporting and Data Management

- Prepare recurring financial reports, expenditure analyses, reimbursement tracking reports, and revenue summaries.
- Maintain accurate data within financial, grants management, and reporting systems.
- Ensure accuracy, completeness, and timeliness of all financial records, reports, and submissions.

### Collaboration and Administrative Support

- Serve as a liaison between Grants Management, Finance, Development, and Program staff regarding billing, expenditures, and financial reporting.
- Provide regular updates regarding spending, fund balances, reimbursement status, and receivables.
- Collaborate with colleagues to resolve billing, financial, and compliance issues.
- Support the Director of Post Award Grants Management with grant administration, financial reporting, and special projects as assigned.
- Develop and maintain familiarity with content, organization, and changes to HomeFront programs, services, and staffing to inform grant reporting content and timelines

### Required Experience and Education

- Associate's degree in relevant field
- Three years' experience in billing, accounting support, grants administration, nonprofit finance, or related financial operations
- Efficient and effective database creation, management, and utilization
- Experience preparing invoices, reimbursement requests, financial reports, or grant billings
- Experience reviewing financial documentation for completeness, accuracy, and compliance
- Experience working effectively independently and in groups
- Practical and creative problem-solving experience
- Ability to prioritize tasks and work in a confidential setting
- Demonstrated excellence in oral and written communication
- Strong MS Office Suite skills, particularly Excel
- Valid Driver's License and reliable transportation

**Preferred Experience and Education**

- Experience in a nonprofit, human services, healthcare, education, or government-funded environment
- Familiarity with government grants, fee-for-service contracts, and reimbursement-based funding
- Knowledge of cost allocation methodologies and payroll distribution practices
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Experience with Blackbaud Financial Edge, Raiser's Edge, or similar financial and grants management systems
- Experience supporting audits, monitoring reviews, and grant closeouts
- Familiarity with New Jersey and Mercer County social services ecosystem

**Physical Demands**

- This job operates in an office setting using standard office equipment such as computers, phones, calculators, copiers, fax machines, and file cabinets
- Ability to sit, stand, walk, climb steps, bend and lift files

**Travel**

Minimal travel to meetings may be required

**Schedule**

This is primarily an on-site, daytime role within standard business hours (9am-5pm), but flexible scheduling to meet deadlines or other emergent needs may be necessary.

**Remote Work Eligibility**

- Eligible to Work Remotely in emergency conditions (e.g. inclement weather)
- May be eligible for occasional remote work after 6 months

**Disclaimer:**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

*HomeFront, Inc. is an equal opportunity employer. We welcome employees and prospective employees without regard to race, religion, national origin, gender, age, disability, marital status, gender identity or expression, sexual orientation or veteran status.*