



Southern Arizona's Premier Social Service Agency

Old Pueblo Community Services is an EOE/M/F/VET/DISABILITY Employer

A/R Grant Billing

Under the direction of the Accounting Supervisor this position will be responsible for a portion of the agency's grant billing and TRNA fund tracking as well as other duties as needed.

Employee Benefits

Competitive Salary, Employer Subsidized Health Insurance for Employee **and Family**, Employer Matching 401 (k) plan (after 1 year), Employer Subsidized Dental Plan and Vision Plan, Paid life insurance, Employer Paid Training, 136 Hours Paid Time Off (PTO) Per Year

Selected by the Tucson Metro Chamber of Commerce as the best non-profit for Workforce Development in 2019, and Outstanding Non-profit in 2014.

Duties and Responsibilities:

1. Maintain grant billing spreadsheets for multiple federal, state, county and city grants by recording expenses incurred related to these grants and finalizing them for monthly billing.
2. Maintain grant files with the up-to-date copies of contracts, budgets, reports and monthly billing worksheets with the appropriate back up documentation for outside monitoring and/or audits.
3. Daily monitoring of VA clients admits and discharges to prepare monthly VA bed billing.
4. Verify inclusion and accuracy of all documents before grant billing.
5. Prepare and/or maintain or oversee the maintenance of files and back up documentation for TRNA accounts.
6. Provide back-up and assistance for AP & AR tasks
7. Contribute to team effort by accomplishing related results as needed.
8. Other duties as assigned.

Qualifications: Minimum 1-2 years accounting experience or Bachelor's degree. Microsoft Excel expertise required. Ability to multi-task and prioritize. Strong organizational and time management skills to ensure scheduled deadlines

Job Status
Full Time

Pay Rate
DOE

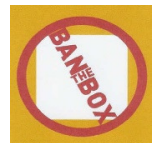
Pay Comments
Salary based on experience.

We are willing to train those who are passionate about helping people and willing to go the extra mile to help the client.

Mail Resume/Application to:

Ms. Jeanie Pike
HR Director
Old Pueblo Community
Services
4501 E. 5th St.
Tucson, AZ 85711

Email Resume/Application to:
hr@helptucson.org



Employment References, drug screen and background check is conducted pre-employment.