**REDWOOD COMMUNITY ACTION AGENCY**

**Finance Division**

**JOB ANNOUNCEMENT**

**POSITION TITLE:** Billing Specialist

**STATUS:** Fulltime 37.5 hours per week / health benefits after 2 months of employment / paid vacation, sick & holidays

**SALARY:** $15.00 - $17.00 hourly D.O.E.

**AVAILABLE:** Immediately

**DEADLINE:** Open until filled; interviews will take place as qualified applicants are received

**APPLICATION PROCESS:**

**Required** Employment Applications and instructions for submitting your application materials are available at:[**www.rcaa.org**](http://www.rcaa.org)or RCAA 904 G Street, Eureka. A resume & cover letter with your application is preferred.

**PLEASE NOTE:** Late applications, incomplete applications, or resumes without applications will not be accepted.

**POSITION PURPOSE**

Under the direction of the Finance Director; to provide billing, data entry and retrieval services for the RCAA's Energy Programs. Responsible for compiling monthly DEO Weatherization reports, weekly Energy Partners' billings, posting and tracking inventory.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* Responsible for computerized data collection and tracking of client files, maintaining a listing of weatherized homes
* Responsible for compiling weekly and monthly Weatherization billings
* Responsible for tracking the inventory purchased for and used by the Weatherization programs
* Responsible for input and retrieval of billing and inventory data using the computer data base program
* Responsible for client related materials including the processing of invoices, purchase orders for payment
* Offer written suggestions for improving office operations
* Heavy Data Entry (alpha and numeric) required; must be detailed and accurate.
* Work closely with the Energy and Environmental Division billing specialist and Program Manager
* Perform other duties as assigned

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Basic bookkeeping principles and procedures and standard office procedures
* Basic interview, assessment and telephone techniques
* Basic math and calculation techniques
* Computerized financial systems and working knowledge of Excel Spreadsheet programs

Ability to:

* Work independently
* Maintain accurate accounting records
* Perform mathematical calculations with speed and accuracy
* Prepare clear and accurate fiscal and energy reports
* Develop and organize time effectively
* Work as a team member to provide services
* Willingness to attend training seminars
* Communicate effectively in written and oral form.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
* Develop and maintain cooperative and effective relationships with co-workers, RCAA Agency staff, personnel of other agencies, funding source representatives, the local service population and with individuals contacted in the course of work
* Have means and capacity to run job-related errands.
* Skill to maintain a professional, confidential work environment.
* Establish and maintain personal and programmatic boundaries while providing support services.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

**MINIMUM QUALIFICATIONS**

* One year of equivalent experience working in a position with similar responsibilities
* One year experience with computers and various software, including Excel and Database programs

**Preferred Qualifications:**

* Some college coursework in Accounting, Business or related field
* Advanced working knowledge of computers and various software, such as: Excel and Database programs

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance
* Possession of valid California Driver’s License with acceptable DMV driving record
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Proof of required education (i.e. AA, BA, MSW, etc.)
* Home telephone or other effective means of communication

**ESSENTIAL PHYSICAL ABILITIES**

Employee must be able to provide the following with or without reasonable accommodation:

* Sufficient clarity of speech and hearing or other communication capabilities to enable the employee to communicate effectively
* Sufficient vision or other powers of observation to enable the employee to review a wide variety of materials in electronic or hard copy form
* Sufficient manual dexterity to enable the employee to operate a personal computer, telephone, and other related equipment
* Sufficient personal mobility and physical reflexes to enable the employee to safely lift, move or maneuver whatever may be necessary to successfully perform the duties of their position
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***