



## **JOB DESCRIPTION**

**JOB TITLE:** Budget & Planning Associate  
**Job #:** 121611  
**STATUS:** Full-Time/Exempt  
**SUPERVISOR:** Budgets & Planning Manager  
**Location:** Fremont, CA

### **POSITION SUMMARY:**

Abode Services is looking for a Budget & Planning Associate to provide organizational support of program billing/reimbursement to various funders who financially support Abode Services mission to provide housing and services to low-income and un-housed individuals. Duties include invoice preparation for reimbursements, financial monitoring and reporting, budget analysis and headcount allocation. This position will partner with and support the Budgets & Planning Specialist and report into the Budgets & Planning Manager.

### **PRIMARY RESPONSIBILITIES:**

- Prepare invoices for various funders; this includes compiling, printing, copying and scanning all supporting documentation.
- Review contracts and understand billing requirements from various funding sources.
- Provide financial compliance with government agencies.
- Calendar and manage contract renewal dates.
- Assist assigned Budgets & Planning Specialist with developing/compiling budgets and semi-annual updates using data from the financial system (QuickBooks).
- Understand allocation of administrative expenses and how to allocate headcount to the various programs.
- Work within the payroll, accounting and rent tracking systems to extract necessary data for supportive documentation when preparing monthly reimbursements from funders.
- Compare and analyze payroll reporting to budgeted allocation models and review with Budgets & Planning Specialist to ensure proper payroll allocations.
- Other special projects and tasks as assigned.

### **QUALIFICATIONS:**

- Bachelor's degree in Finance or Accounting and 1-3 years of relevant experience.
- Excellent computer skills including complex modeling in Excel, proficiency in Microsoft Word, Adobe Acrobat Pro and Google Docs.
- Familiarity with non-profit funding administration desirable.
- Proven ability to meet deadlines and produce high-quality products.
- Highly organized and extremely detail-oriented.
- Excellent analytical and problem-solving skills.
- Superior oral and written communication skills.
- Experience with county and federal reimbursement processes a plus.

### **Equal Opportunity Employer/Drug Free Workplace**

**Notice:** This description is to be used as a guide only. It does not constitute a contract, commitment or promise of any kind. Abode Services reserves the right to change, add, delete, upgrade or downgrade the position as dictated by business necessity at any time with or without notice.