



**Abode Services**, one of the largest and effective nonprofits working to end homelessness in the Bay Area, is seeking a skilled **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. The BP Associate will prepare invoices for reimbursements, financial monitoring and reporting, budget analysis and headcount allocation. This full-time, nonexempt position will partner with and support the Budgets & Planning Specialist and reports to the Director of Financial Planning & Analysis.

#### **How You Make an Impact:**

- 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

#### **How You Meet the 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 with excellent analytical and problem-solving skills
- Superior oral and written communication skills
- Experience with county and federal reimbursement processes a plus

#### **How Abode Appreciates You:**

- **Competitive Pay Range: \$23+ per hour depending on experience**
- Dynamic, mission-drive culture and supportive leadership. We support you in supporting others.
- Full Benefits Package: 100% medical, dental, vision benefits coverage for employees
- 19 Paid Time Off days and 9 Paid Holidays per year
- Voluntary benefits: FSA, EAP, Commuter Checks, Life Insurance, Legal, and more
- 403(b) Retirement Savings Plans with Employer Match & Contribution Programs
- Professional Development Trainings and Leadership Academy Programs

*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 anytime with or without notice.*

**Abode Services is an Equal Opportunity Employer/Drug Free Workplace**