



## **JOB DESCRIPTION**

**Abode Services** is a community based organization founded in 1988. Services include support services to families as well as adults without children. The mission of Abode Services is to end homelessness by assisting low-income un-housed people to secure stable, supportive housing and to be advocates for the removal of the causes of homelessness. The agency provides services throughout Napa County, Santa Clara County, San Mateo, Santa Cruz and Napa Counties.

Abode is seeking 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, actuals/budget analysis and headcount allocation. This position will partner with and support the Budgets & Planning Specialist and report into the Director, Financial Planning and Analysis. This is a full-time, nonexempt position located in Fremont.

### **Responsibilities:**

- Prepare invoices for various funders; this includes performing various calculations and compiling, printing, copying and scanning all supporting documentation
- Work within the payroll, accounting and rent tracking systems to extract necessary data for supportive documentation when preparing monthly reimbursements
- 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
- Understand allocation of administrative expenses and how to allocate headcount to the various programs
- Compare and analyze payroll budgeted allocation models and review with Budgets & Planning Specialist to ensure appropriate payroll distribution is occurring
- Other special projects and tasks as assigned

### **Qualifications:**

- Bachelor's degree in Finance or Accounting and 1-3 years of relevant experience
- Experience with general ledger account analysis and research
- Excellent computer skills including 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

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

Budgets & Planning Associate

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