



Job Title: Contracts and Billing Specialist

Reports To: Senior Director of Budget & Operations

FLSA (Fair Labor Standards Act) Status: Exempt

Benefits Eligible: Yes

Location: Denver, Colorado (Remote with mandatory meetings in person at least once a month)

Position: Full Time

Salary: \$55,600 plus a comprehensive benefit package including: health, dental, and vision insurance, life insurance, short- and long-term disability, 401K match, flexible spending accounts

About Nourish Colorado:

We are changemakers who strengthen connections with and between farms, ranches, and communities so that all Coloradans have equitable access to fresh, nutritious foods. We achieve our mission by engaging in policy advocacy for systemic change, managing innovative programs, and developing community partnerships and grassroots networks to rebalance the food system and create healthy food environments.

We hold many values sacred in our work, a primary one being building an organization that at its core is focused on equity. We work to establish practices and policies that advance multiracial and multicultural shared power in the food systems space specifically. We aim to do this throughout our organization – from who and how we hire, to where we bank, with whom we advocate, how we write grants and how close we hold our partnerships.

To learn more about our vision, values, and organizational commitments, please visit us at <https://nourishcolorado.org/about/>. Please read on and apply to join our diverse team of food systems and non-profit leaders and to help us do all this better.

Summary:

Nourish Colorado is looking for a highly organized Contracts and Billing Specialist. This position plays a vital role in supporting the Contracts and Billing function within our organization. Nourish Colorado receives funds from various sources including Federal and State multi-year, multi-million-dollar grants and writes sub-contracts with farmers, farmers' markets, schools, stores, and multiple other vendors. Our contractors and vendors rely on us for prompt compensation and are a deeply valued extension of our team. The specialist helps maintain organized contract records, assists with invoicing and billing processes, and contributes to efficient contract management and compliance. Their role provides support to the Senior Director of Budget & Operations by assisting with various administrative and operational tasks related to contract management and billing processes. This is an exciting opportunity for a Contracts and Billing Specialist to both use and develop a wide range of skills while advancing our commitment to ensuring all Coloradans can access healthy food supplied through a sustainable food system. The position offers an exciting opportunity in an organization committed to systemically changing the food system to ensure equitable distribution of nutritious food to all Coloradans.

Primary Roles & Responsibilities will include:

- Maintain accurate contract files and databases to ensure that all relevant contract documents, amendments, and correspondence are properly filed and organized

- Review contracts to identify key terms and conditions, ensuring they are complete and compliant
- Track contract milestones, deliverables, and compliance obligations
- Prepare invoices based on contract terms and guidelines, assist in verifying billable items, calculating costs, and creating billing statements or invoices
- Ensure that invoices are accurate and submitted in a timely manner
- Communicate with clients, vendors, or internal stakeholders regarding contract and billing inquiries
- Maintain records and documentation related to contracts and billing, generate reports on contract status, financial data, or other relevant information as requested by the Senior Director of Budget & Operations
- Perform general administrative tasks, such as scheduling meetings, organizing files, preparing documents, and providing support to the Directors team as needed

Experience & Qualifications:

- Minimum requirement of a high school diploma or equivalent
- Proficiency in basic math, financial calculations, and budgeting
- Proficiency in using computer software, such as Microsoft Office Suite (Word, Excel, PowerPoint), and with communications software such as Slack, Teams and Zoom
- Strong attention to detail
- Familiarity with nonprofit contract management processes, including grant or funding agreements, compliance requirements, and reporting obligations
- Excellent written and verbal communication skills
- Strong organizational skills to manage contract files, prioritize tasks, and meet reporting and billing deadlines
- Maintain an elevated level of professionalism, integrity, and confidentiality when handling contract documents, financial data, and all related information
- The ability to work effectively as part of a team, adapt to changing priorities, and demonstrate a positive attitude

Submission

Please submit your resume/CV, 3 professional references, and a cover letter (optional) to devin@nourishcolorado.org by 8/15/2023. Questions can be submitted to devin@nourishcolorado.org via email only. No phone calls please.

Nourish Colorado is dedicated to equal employment opportunities and prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age, disability, genetic information, veteran status, sexual orientation, marital status, gender identity or expression or any other characteristic protected by state or local law.