Contract Compliance Specialist

At Building Futures, we believe everyone deserves a safe place to call home. The agency is an Alameda County leader providing programs and services to help individuals and families rebuild safe and stable lives free from homelessness and family violence. We operate two shelters serving homeless women and children; a domestic violence safe house; a spectrum of domestic violence outreach and intervention services; a permanent supportive housing site; and a wide-ranging housing assistance program. As a Housing First agency, all of Building Futures' programs and services prioritize linking our clients with housing.

Reports to: Contracts and Compliance Manager
Supervises: None
Status: Nonexempt, FTE 1
Accepting Applications: Open until filled
Compensation: DOE

Position Summary: The individual will be responsible for maintaining contract compliance and performance by researching and communicating requirement, coordinating approvals and the collection, and tracking and reporting of client data in various database management systems.

Essential Functions:

- Provide audit information to management by researching and analyzing internal and external data.
- Support departments by collecting and coordinating internal compliance data with auditors and various departments. Maintain quality service by establishing and enforcing organizational standards.
- Provide administrative support by implementing systems, procedures, and policies; completing projects in support of compliance auditors.
- Enforce adherence to requirements in contract and advises management on needed actions.
- Under supervision of the Contracts and Compliance Manager, direct the work with program staff to develop and revise data collection tools, policies and procedures such as intake sheets, sign-in sheets, etc.
- Generate reports and program statistics from both HMIS database and internal databases for proposals and customized reports at the request of managers.
- Prepare reports using advanced Excel formulas and filtering tools.
- Other tasks as assigned, including but not limited to accounting functions. Act as back up to Data Coordinator and Contract and Compliance Manager, as needed.

Non-essential Functions:

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
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Education, Experience & Competencies:

- Bachelor’s degree in Accounting or related field required; or in place of a degree, five (5) years of relevant experience.
- Three (3) years of professional accounting, auditing, analytical or similar work experience required.
- Demonstrated knowledge of the full life cycle of contracts and grants required.
- Some experience with government online systems and reporting. Administering Homeless, Domestic Violence, City of Oakland, Alameda County, and HUD contracts experience preferred.
- Social service background a plus.
- Attention to detail.

Physical Requirements & Working:
The work environment and physical demands described are representative of those required by employee to perform the essential functions of this job with or without reasonable accommodation.

- Ability to work at a desk or computer workstation.
- Ability 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, phone, and related equipment.

Email your resume and cover letter to HR Manager, Esther Nand at enand@bfwc.org. In your cover letter, explain why you would like to join our team and are the best candidate for the job. Please title attachments with your first and last name (“Keisha_Taylor_Resume and CoverLetter.pdf.”) Only applications that include all requested documents are considered.

Submissions will be reviewed daily until the deadline. We are looking to hire as soon as possible, first come first serve, and position is vacant until filled. Only short-listed candidates will be contacted.

Disclaimer: This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.

Building Futures with Women and Children is an Affirmative Action /Equal Opportunity Employer which hires without regard to race, gender, color, religion, sexual orientation, national origin, age, physical or mental disability, citizenship status, veteran status, or any other characteristic prohibited by federal and state law.