



Federal Funding Group

Funding Coordinator

-Remote Position

The team at Federal Funding Group are the Rural Healthcare Program Experts! We support consortiums in multiple states consisting of over 500 locations, adding hundreds of locations every year. We file Universal Services Administrative Company (USAC) Healthcare Connect Fund applications for non-profit hospitals, community healthcare centers, rural health clinics, community mental health centers, local health departments and other nonprofit entities to obtain federal funding on broadband services and equipment. FFG provides its employees with opportunities for growth and a great team culture.

Position Summary:

FFG is seeking a self-motivated, multi-tasking individual comfortable with remote working conditions and self-management skills. The Funding Coordinator will be responsible for understanding and executing several tasks with USAC Healthcare Connect Funding invoicing process. As a Funding Coordinator Analyst, you will play a crucial role on the Team by ensuring timely and accurate processing of receivables, maintaining positive relationships with our clients, and contributing to the overall health and prosperity of the organization. This role will support the entire FFG team and play an integral part in the success of the organization.

Summary of duties to include but are not limited to:

- Reach out to clients bi-monthly requesting telecom invoices and related documentation.
- Maintain and organize documents in a cloud-based environment.
- Track the receipt of documentation; pursue missing documents via several methods, including, vendor portals, email, phone calls, etc.
- Monitor accounts receivable aging reports and follow up on overdue accounts to facilitate timely collections.
- Identify approved broadband services and monthly recurring charges on invoices.
- Track the status of funding applications and verify internal systems are accurate; update as needed.
- Assists with periodic quality assurance audits.
- Maintain current member contact information in internal application.
- Maintain member telecommunications inventory in internal application.
- Cross-train and support other departments as needed.
- Perform other duties as assigned.

Skills and Qualifications:

- Background or strong understanding of USAC (Universal Services Administrative Company) and (or) Telecom Services. (not mandatory but helpful)
- Strong attention to detail and accuracy.



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- Demonstrated customer service orientation.
- Demonstrated organizational skills and personable positive attitude.
- Ability to work well under pressure and within short deadlines.
- Ability to work independently with limited supervision and to complete tasks on time.
- Excellent communication (verbal, written communication, phone etiquette, etc.) and organizational skills
- Proficient knowledge of MS Office Suite with intermediate to advanced Excel skills.
- Excellent mathematical and computational skills.
- Exhibits fundamental skills in accessing information through various systems.
- 2 or more years of administrative experience
- 2 years of experience demonstrating strong analytical problem-solving ability.
- Bachelor's degree in health care business, Information Systems, related field; or equivalent combination of education and experience preferred.

Starting Salary: Salary dependent on experience

Compensation and Benefit Package:

This is a competitive full-time salary-based position with health benefits and a 401k program. FFG is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We provide equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Please send resume and cover letter with a short description of your superpowers to info@fedfunding.net