



**Position:** Billing Associate  
**Job Type:** Part-Time  
**Location:** Los Angeles Office

### **ABOUT CFY**

CFY is the nation's leader in helping students in low-income communities, together with their teachers and families, harness the power of digital learning to improve educational outcomes. We work both "in the cloud" and "on the ground." First, we've developed a groundbreaking online learning platform ([www.powermylearning.com](http://www.powermylearning.com)) where teachers, students, and parents can go to find the best digital learning activities organized by subject and grade band, and now, by the Common Core standards. This platform, which has received very positive user feedback, has garnered serious attention from major national funders across the country. In fact, CFY was recently awarded a major investment from one of the nation's premier education foundations to dramatically improve its content and features. Second, through our Digital Learning Program, we partner with schools in low-income communities and work hands-on with their students, teachers, and families to enhance instruction, extend classroom learning to the home, and engage parents more fully in the learning process. More specifically, CFY provides professional development for teachers on our learning platform and provides Family Learning Workshops for students and their parents/guardians where they come to their local school building to learn on the CFY computer they then take home.

Nationally, CFY has served over 40,000 families in seven school districts and has proven impact on academic achievement, student engagement, and parental involvement. For more information, please visit [www.cfy.org](http://www.cfy.org).

### **POSITION DESCRIPTION**

The Billing Associate has primary responsibility for all billing for CFY's LA Office. This position has high visibility as it will have extensive contact with CFY's customers (LAUSD schools). This role will also be a point of contact between CFY LA and CFY's National Finance Department and will work closely with the Co-Director and Director of Programs.

### **KEY RESPONSIBILITIES**

- Creating and sending invoices to customers (schools) for payment.
- Updating all invoicing/billing spreadsheets and materials.
- Serving as liaison between schools, CFY-LA and CFY Finance Department.
- Working with Co-Director and Director of Programs to research and resolve disputed invoices.

## CANDIDATE QUALIFICATIONS

### Required:

- Passion for CFY's mission
- Associate's Degree or at least two years of college
- Excellent interpersonal, oral/written communication skills, and math skills
- Outstanding attention to detail
- Knowledge of financial concepts
- Proficiency in using MS Office applications, particularly Excel and Word
- Superior organizational skills
- Ability to handle multiple tasks/projects at a time
- Strong relationship management and "people" skills
- Strong problem solving skills
- Strong research and investigation skills
- Flexibility and ability to adapt to rapid change
- Some availability in the afternoons between 2pm – 5pm

### Preferred:

- Coursework in accounting or related field
- Prior bookkeeping experience
- Experience working in billing with LAUSD or similar organization
- Bachelor's degree
- Salesforce experience

## TO APPLY

Please send a resume and cover letter to [jobs@cfy.org](mailto:jobs@cfy.org) using the following conventions:

**Subject line:** CFY-LA Billing Associate

**Cover Letter:** yourfirstname\_yourlastname\_coverletter.doc

**Resume:** yourfirstname\_yourlastname\_resume.doc

Your cover letter should answer the following questions:

1. Why do you want to work at CFY?
2. What makes you an exceptional candidate for this particular position?
3. Where did you learn about this position?
4. What was your most recent compensation?

We will ONLY accept materials via email. Applications will be reviewed on an ongoing basis.

*CFY is an equal opportunity employer and welcomes candidates from diverse backgrounds.*