

Contract/Invoicing Specialist

Acadiana CARES in Cooperation with The Louisiana STD/HIV/Hepatitis Program (SHHP) is seeking a candidate for the position of Contract/Invoicing Specialist to assist the financial operations team in the preparation and follow-up of budgets (for grant applications, OPH organization budgets, and contracts), contracts and various budgetary reports. The position is also responsible for creating and managing requests for proposals (RFPs), requests for information (RFIs), and various types of contracts and purchase orders. The incumbent shall be familiar with the OPH system of budgets and contracts to be able to assist when asked by the Director or Program Managers at the STD/HIV/Hepatitis Program (SHHP). The incumbent shall accomplish these tasks with the knowledge and responsibility of budgetary and programmatic implications.

1. Minimum Qualifications:

The position requires a Bachelor's degree in Business Administration or a related field and three years of relevant experience. **Minimum Qualification Substitutions:**

Six years of full-time work experience in a closely related position may be substituted for the required baccalaureate degree. A master's degree in public health; economics; business, public, or health administration will substitute for one year of the required experience.

2. Preferred Qualifications:

A Master's degree is preferred with one year of directly related experience. A high level of expertise in the use of Microsoft Excel and other financial spreadsheets, as well as the ability to use the various features of the software to set up and utilize financial tracking mechanisms. Ability to work with people of diverse lifestyles and prior experience working in sexual health, HIV prevention or services, healthcare, mental health, or substance abuse rehabilitation program preferred

Open until filled, Applicants should submit a resume to SHP_Resumes@la.gov. Must reference: Contract Invoicing Specialist in subject line. EOE/AA Employer