



## position summary

In this full-time position, the Billing Specialist is responsible for the maintenance of the Company's accounts receivable processes, records, ledgers, and balances. This position processes monthly invoices, including, but not limited to, coordinating with project managers to edit, finalize, prepare, and send to client/upload to client portals. Cash application of receipts and completes assignments to ensure timely processing of invoices/receivables.

## responsibilities

- Creating invoice drafts, editing, and finalizing for delivery to client.
- Maintaining client spreadsheets and backup for client invoice support.
- Uploading invoices and backup to client portals (Taulia, Transcepta, Coupa, SharePoint, Open Invoice).
- Process cash receipts daily and reconcile to lockbox and office deposits.
- Maintain client contact relationship, including prompt response to invoicing needs and other inquiries.
- Provide year-end support as needed, including, but not limited to, reporting, documentation, and custom spreadsheets.
- Cross-train on Accounts Payable, including, but not limited to, timesheet entry, expense report processing and entering subconsultant invoices, and processing vendor payments.
- Assist Controller as needed.

## required qualifications and experience

- Bachelor's Degree in Accounting or Finance, or equivalent experience.
- Knowledge of financial reporting, general ledger entry, and accounting principles.
- Competency in MS Office (Word, Excel, Outlook) and Adobe Acrobat.
- Strong attention to detail to ensure accuracy.
- Critical thinking, flexible problem solving, and ability to multi-task.
- Time management skills and the ability to meet deadlines.
- High-level of integrity and ethics.
- Ability to organize tasks and "own the process."
- Ability to learn quickly.
- Comfort in a team environment with changing priorities and deadlines.
- Ability to work independently and take initiative to improve processes.
- Team player and ability to collaborate with other teams in the organization.
- Excellent communication skills, written and verbal, with the ability to clearly communicate issues to all levels of management.

Candidates interested in applying should submit a completed Application for Employment to [merjent.applicantpro.com](http://merjent.applicantpro.com).

Merjent, Inc is an Equal Opportunity Employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other legally protected factors. Disability-related accommodations during the application process are available upon request.