

## BILLING MANAGER

Location: Salt Lake City, Utah

Hours: Full time

To Apply: Please send application to [employment@ffkr.com](mailto:employment@ffkr.com) with cover letter, resume and portfolio

General Description: Responsible for the project billing process, including responding to client inquiries, verifying employees' chargeable time; in accordance with established accounting standards and billing policy.

### Duties and Responsibilities:

- › Manage assigned accounts
- › Effectively communicate with Project Managers (PM) and Principals-in-Charge (PIC), regarding contract documents, change orders and other contract modifications, approvals, and any additional services related to billing
- › Prepare final invoice package containing draft and final invoices for all billable projects
- › Mail final invoices. File consultant and client invoice copies
- › Research any unbilled issues to optimize the billing possibilities for the billing period
- › Maintain the billing folders for all projects, with all the appropriate documents, including expenses, consultant invoices, and monthly invoices, in accordance with standard procedures
- › Evaluate, develop and recommend fiscal policy that will result in sound fiscal management
- › Generate and distribute bi-monthly receivables reports
- › Set up new projects
- › Write off any uncollectible receivables, labor or expenses, as directed by the PIC

### Competencies:

- › Financial Management
- › Ethical Conduct
- › Decision making / problem solving skills
- › Basic verbal, written and graphic communication skills
- › Ability to accept constructive criticism and make adjustments in day-to-day work practice
- › Demonstrate ability to work effectively on a team

### Skills and Software:

- MS Office
- Ajera
- Deltek
- Standard Contract Terms

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