

BILLING MANAGER

Location: Salt Lake City, Utah

To Apply: Please send application to employment@ffkr.com

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.

Education and Experience: 4 year degree preferred in finance or business. 3+ years related work experience

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 bimonthly 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:

- Experience with Ajera or similar project management/accounting software
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.)
- Standard contract terms

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