



ACCOUNTING & BILLING SPECIALIST

Job Description Overview

The Accounting & Billing Specialist's primary duties include tracking of accounts, evaluating bookkeeping procedures, verifying the accuracy of financial records, and the maintenance and processing of client advisory fees. They provide financial reporting to the leadership team and are able to make recommendations on financial decisions.

Typical responsibilities include:

- Assist management with important financial decisions.
- Maintain internal safeguards for revenue receipts, costs, and actual expenditures.
- Maintain team and organizational budgets.
- Prepare financial documents such as business reports, financial forecasts, and statements to understand the financial state of business.
- Implement consistent accounting policies, practices, and procedures across all programs, adhering to national and local legal standards while remaining knowledgeable of proposed legislation.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures, and workflows.
- Maintenance and processing of advisory fees from client accounts

Typical skills and knowledge requirements:

- Strong understanding of banking processes and financial data analysis
- Working knowledge of national and local tax regulations and compliance reporting
- Experience in managing payroll.
- Exemplary history of financial project management
- Knowledge of investment advisory compliance and regulations
- Excellent communication skills (verbal, written, empathy and listening)
- Demonstrates personal integrity, honesty and can keep confidential information.
- Ability to deal with stress in an ever-changing business.
- Ability to work proactively with very little supervision.
- Excellent time management skills
- Strong organizational skills, and ability to prioritize multiple tasks and anticipate potential problems.
- Ability to give and/or learn to give recommendations to the leadership team.
- Strong self-leadership skills
- Strong technology capabilities
- Proficient in MS Office and QuickBooks

Typical experience and education requirements:

- A bachelor's degree (or equivalent) in business, accounting, or related field
- Five or more years of professional accounting experience