

# Billing Associate

## **Job Description Summary:**

A billing associate is responsible and accountable for managing unbilled WIP balances for each client project under their assigned project managers and for preparing reports, draft invoices, and formal invoices as needed by those project managers. A billing associate will analyze and assist project managers in understanding and resolving billing issues and project performance.

The position is available in Geo-Logic Associates' Headquarters office in **Ontario, California**.

## **Key Responsibilities and Duties:**

- Work with project managers to manage WIP, revenue, and AR balances according to our established policies, procedures, and individual contract requirements.
- Prepare draft invoices according to project manager directions in a timely and accurate manner.
- Facilitate collection or creation of supplemental billing documentation and detailed expense back-up to accompany invoices as required by clients.
- Submission of approved invoices to clients.
- Respond to questions from clients, project managers, or senior management on billing issues in an accurate and timely manner.
- Prepare and provide various internal billing related reports to keep project managers and senior management informed of projects' performance.
- Proactively identify billing or reporting issues and identify solutions. Research and resolve any billing discrepancies, escalating issues to the billing manager as appropriate.

## **Qualifications:**

- A bachelor's degree in accounting, finance, or economics is preferred.
- 2 years of experience is preferred in billing, accounts receivable, or another accounting position is preferred.
- Must work with meticulous attention to detail and prioritize accuracy.
- Must have strong analytical and problem-solving skills.
- Must have excellent customer services skills and communicate effectively and professionally with both internal and external clients in person, in writing or on the phone.
- Must have strong organizational, planning, time management, and prioritization skills
- Must have the ability to manage a wide task load with frequent interruptions.
- Must have proficient personal computer software skills, including strong proficiency with the Microsoft Office Suite, particularly Excel.
- Prior experience with Deltek Vision accounting software will make you stand out to us.

## **Physical Demands and Working Conditions:**

- Frequently requires the ability to work on a computer or other close vision tasks.
- Occasionally requires the ability to lift 20 pounds of material.
- Must be available to work in the office from 8 AM — 5 PM on weekdays.

## **CANDIDATE MUST:**

- Be eligible to work in the United States.

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GLA offers a comprehensive benefits package including health insurance and 401(k) retirement plan.

GLA is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

Please submit your resume and cover letter to [employment@geo-logic.com](mailto:employment@geo-logic.com). **The closing date for resumes to be submitted is October 31, 2021.**

Job Reference: HQ-BA-092921