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Billing Representative

Open, AL

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Goodwyn Mills & Cawood, LLC (GMC) seeks a Billing Representative to join us in our TN, SC, GA or AL office locations. This position supports the daily accounting operations by running software programs to create, update and maintain the company's finances. Duties include efficiently entering, tracking and managing a large amount of financial information from various sources to provide accurate data for project, department and company reporting.

Responsibilities

- Monthly billing to clients and associated funding agencies
- Weekly communication with clients on invoice balances, sending monthly statements and assisting VP of Finance with monitoring aged receivable and reducing DSO
- Daily input, processing and preparing cash receipts
- Weekly review of database information to maintain accurate records
- Weekly review and approval of department timesheets
- Various support services for Accounts Payable
- Various reporting and assisting project managers as needed on financial details related to job costing
- Various Year End closeout tasks including, but not limited to, reconciliation of general ledger accounts, bad debt evaluation, preparing reports for tax vendor, etc.

Qualifications

Required Qualifications

- Deltek Vision/ Vantagepoint experience
- 3+ years' experience in a position with similar duties
- Excellent verbal and written communication skills

- Strong customer service and interpersonal skills
- Ability to work effectively in a collaborative team environment
- Ability to multi-task and efficiently produce accurate work in an active environment
- Advanced level experience with Microsoft Office programs, specifically with Excel and Word
- Ability to work to time constraints

Preferred Qualifications

- Bachelor's Degree
- Previous experience in architectural, construction, or engineering organizations

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