



Position: **Billing Specialist & Administrative Assistant**
Location: **Indianapolis, IN**
Start Date: **Immediately**

Job Description

The Billing Specialist & Administrative Assistant is a key member of the administrative team and is primarily responsible for coordinating and completing the project billing needs of all departments. The position will manage project billing tasks from start to finish as well as support reporting needs of Project Managers and executive team members. In addition, the position will support the Administrative Director as well as other administrative staff.

Major Responsibilities

- Work closely with Administrative Director and Project Managers to:
 - Create new projects in Accounting Software.
 - Enter all proposal and contract information into our Customer Relationship Management (CRM) tool.
 - Read through contracts for special billing instructions, due date or other special requirements from clients.
 - Update projects in Accounting Software as projects are awarded, changed and closed.
 - Identify and track revisions and change-orders.
 - Monitor temporary time and move time to projects upon project being established in Accounting Software
 - Enter in-house expenses into Accounting Software for accurate billing.
 - Monitor time charged to marketing and move to billable stage when appropriate.
 - Monitor preliminary / inactive jobs to activate or close-out when necessary.
 - Prepare monthly billing reports and invoices for all departments.
 - Track monthly billing with reporting to executive management.
 - Run and/or create various reports as requested (excel, Ajera). Some knowledge of programming or SQL is beneficial. Tailor per client as requested.
 - Track weekly proposals and contracts with reporting to executive management. Includes calculating our percentage of consultants as well as separating the engineering and surveying portions of contracts.
 - Process time sheets weekly.
 - Assist executive management as needed.
 - Assist with accounts payable.
 - Backup Administrative Director as needed.

Other Responsibilities

- Assist administrative support team and receptionist to:
 - Back-up receptionist (answer phones, greet customers, scheduling conference rooms, etc.).
 - Prepare word processing assignments.
 - Maintain office files including scanning, copying and filing.
 - Set up conference room for training events or special functions.
 - Prepare same day courier pick-ups and overnight deliveries.
 - Track supplies needed for office equipment.
 - Pick up supplies from post office.
 - Place orders, pick up and stock monthly snack supplies for office.
 - Organize company events.
 - Operate large format plotters/printers plus add and remove files on equipment.
 - Make local deliveries to clients and review agencies.
- Coordinate with other administrative staff to cover overall needs (during vacations, etc.)
- Provide timely feedback on peer reviews when requested by department supervisor.

Qualifications

- High School Diploma or equivalent. Preference is for Certificate, Associate or Bachelor's degree in finance, accounting or billing.
- Prior experience in billing will be considered.
- Previous experience in an architectural, engineering or project-based professional services environment is a plus.
- Strong math skills and attention to detail.
- Excellent organizational skills with ability to multi-task.
- Excellent time management skills and the ability to prioritize assignments.
- Self-starter with ability to work independently
- Ability to work in a team setting with a variety of people.
- Willingness to contribute when and where needed.
- Strong written and oral communication skills.
- Solid interpersonal skills that allow for professional levels of communication with staff and clients.
- Proficient with MS Office Suites (Outlook, Word, Excel and PowerPoint).
- Working knowledge of Adobe Professional.
- Working knowledge of Ajera Accounting Software is a plus.
- Driver's license with good driving record.
- Seeks out and participates in activities that enhance the knowledge of their profession.
- Seeks out and participates in continuing education to improve job related skills.

Attributes for Success

- Positive Attitude
- Innovative
- Flexible
- Detail Oriented
- Ability to Multi-task
- Open to New Ideas
- Supportive
- Proactive
- Accountable

Compensation and Benefits

- Compensation is highly commensurate with experience
- Extremely competitive benefits package available
- Opportunities for advancement