



Position: Accounts Receivable Specialist
Location: Indianapolis, IN
Start Date: Immediately

Job Description

The Accounts Receivable Specialist is a key role to assure our continued growth across the Midwest. At Weihe Engineers, your primary responsibility will be working closely with our Project Managers and clients from contract to project completion... coordinating and completing the project billing needs of all departments.

Major Responsibilities

- 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.
- 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.
- Backup Administrative Director as needed.

Qualifications

- High School Diploma or equivalent. Certificate, Associate or Bachelor's degree in finance, accounting, math or billing is a plus.
- Prior experience in accounts receivables / billing is preferred.
- 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.

Attributes for Success

- Multi-Tasking
- Positive Attitude
- Fast Pace / High Energy
- Innovative
- Flexible
- Detail Oriented
- Open to New Ideas
- Supportive
- Proactive
- Responsible
- Accountable

Compensation and Benefits

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