

Position Title: Accounts Receivable/Billing Specialist

Department: Operations

Closing Date: January 17, 2021 or until filled

Position Summary

As an Accounts Receivable/Billing Specialist your primary focus will be to prepare client invoices, collect payments on behalf of Bousfields and monitor accounts receivable. Your skills in organization, collections, and communications will be vital to ensure an efficient billing and collections process and assist in developing solutions to maximize the recovery of outstanding receivables.

What You'll Be Doing

- Proactively managing the entire invoicing process by answering questions or resolving problems on a daily basis related to invoicing.
- Prepare draft invoices for review and approval while ensuring the invoices are prepared accurately and in a timely manner. Finalize and send the invoices.
- Input of project explanation and details related to work performed, comparison to budget, and other details on invoices and other client statements, as needed
- Preparation of client statements and dockets as needed
- Upon appropriate consultation and approval, adapting to client requests for modifications in invoice details, client invoice submission processes, and other requests
- Inquiries with clients regarding overdue accounts ensuring appropriate measures taken to collect overdue amounts
- Respond to incoming communications in timely fashion and deliver exceptions service during all interactions with clients
- Prepare and enter transactions related to Accounts Receivable invoices and payments
- Process customer payments and ensure the accuracy of customer statements and reports
- Ensuring client contact and project information related to billing is accurate and up to date
- Ensure the accurate entering of budget information into project notes as required
- Preparing monthly reconciliation between billing and accounting systems
- Assist in regular financial analysis and reporting, including weekly cash flow, monthly monitoring reports, and the annual accounting review
- Liaison with internal team members and management regarding problem accounts to ensure that appropriate follow up is taken to collect
- Maintain appropriate documentation on communication with clients and status of receivables
- Act as a back-up for other accounting functions, including, but not limited to accounts payable, expense management, and general bookkeeping
- Other duties as required

What We Are Looking For:

- Education: Accounting certificate, diploma, or degree
- Experience: Minimum of 7-10 years in a billing or accounts receivable role at a consulting, architectural, accounting, law firm or other organization that invoices clients based on time inputs
- Advanced experience with time-based invoicing and billing systems (experience with BQE's BillQuick or Core is an asset)
- Experience in assessing current billing practices and identifying opportunities for improvements and/or alternative technologies
- Advanced knowledge of QuickBooks and Excel
- General knowledge of accounting principles
- Good communication skills (both oral and written)
- Enjoys working collaboratively in a team setting, while also taking the initiative to implement better practices and recommend value-added changes independently
- Ability to work with a high level of autonomy as well as in a team

What We Offer

- Competitive salary
- Health and Dental Benefits
- Matching Group RRSP
- Training and other tools and resources for success
- Paid Time Off (Vacation and Sick time)

If you are interested in this position, please review the posting and application process on our recruiting partner's website: [Apply For This Position](#) or via email: Natalie@altisrecruitment.com. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Bousfields is an equal opportunity employer which values diversity in the workplace. We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.