

Title Accounting Project Coordinator
City Tampa
State FL
Description

ENTRIX, Inc is hiring a Billing Coordinator responsible for managing accounting practices within company's Southeast Region. The individual will report to the Business Operations Manager, and will work on a large variety of accounting related activities.

The Billing Coordinator will be required to:

Review billing rates.

Provide compliance oversight.

Manage the revenue recognition process.

Oversee project management.

Monitor budgets.

Manage the invoicing process.

Manage debt collection.

Ensure timely billing.

Monitor and assist in managing timesheet write-offs and revenue adjustments.

Review invoices.

Work with project managers to ensure consistent application of accounting and business processes.

Requirements

Basic Qualifications:

1. Bachelor's Degree
2. 5 – 7 years of experience working in the public or private sector performing similar duties in a professional services organization.
3. Excellent verbal, telephone and written communication skills.
4. Excellent organizational, documentation and follow-up skills.
5. Skills in prioritizing and dealing with multiple tasks.
6. Must demonstrate experience in working well in small teams and work with a wide variety of people with different personalities and backgrounds.
7. Ability to work independently and under some pressure to meet deadlines.
8. Must be detail oriented and must possess excellent attention to details and apply creativity to all aspects of the role.
9. Exhibit and promote good personal and business professional appearance.
10. Leadership skills to support achievements of short and long term objectives.
11. Proficient computer skills, including knowledge of Microsoft Office.

Desired Qualifications:

1. Knowledge of Deltek Vision software.
2. Highly organized and self-motivated.
3. A background with a professional services organization.

Apply online:

<https://www3.ultirecruit.com/ent1003/jobboard/NewCandidateExt.aspx? JobID=231>

Entrix, Inc. website: www.entrix.com