

## Billing Coordinator

Metro Atlanta (Duluth, GA)

Founded in 1954, Keck + Wood, Inc. is a growing and dynamic employee-owned consulting firm with offices in Georgia and South Carolina. Our 70+ employees serve Community Development, Transportation and Utility clients across the southeast by providing quality engineering, planning, landscape architecture, and land surveying.

Today, Keck & Wood offers great opportunities for individuals interested in Engineering, Landscape Architecture, Survey or Planning to join our team and make a difference.

***Collaboration By Design is not just a tagline, its the foundation of how Keck + Wood serves clients, improves communities, and strengthens its employees.***

### Challenging and rewarding opportunities are here....are you ready?

At Keck & Wood, the Billing Coordinator is responsible for accurately and promptly preparing and distributing invoices to clients and collecting payments. The role also involves setting up and updating contracts in the ERP system, coordinating with Project Managers to identify and resolve invoicing issues, and provide support by assisting with requests from Project Managers and/or Department Managers on items such as, but not limited to, KPI reports from ERP software, financial information for proposals, or audit requests.

#### Essential Job Duties

##### Operations

- Prepares and distributes draft invoices to Project Managers in accordance with the annual billing calendar
- Prepare and distribute final invoices to clients via email, client portal or occasionally USPS.
- Maintains and/or ensures the accuracy of client and project records related to invoicing and bill payments
- Sets up new projects in the Deltek Vantagepoint system as directed by the Project Managers, ensuring alignment with contract regarding budget, contract type, and invoicing requirements
- Investigates and revises incorrect bills, reviewing accounts to determine if credit adjustments are needed
- Maintain a cooperative, problem-solving relationship with customers and PM's to ensure prompt collection of receivables
- Handle and complete vendor requests including vendor forms, ACH authorizations, and certificates of insurance
- Creates and distributes reports of invoicing and billing metrics
- Adheres to established parameters for collections practices and ensures all billing actions comply with company policies, and local, state, and federal regulations
- Provides customer support to customers with disputes or inquiries concerning invoices or billing process
- Maintain the confidentiality of all financial matters encountered during the course of performing job duties
- Assist with other billing and accounting tasks as needed

#### People

- Collaborates with other Corporate Services departments as needed to meet department goals and objectives

## Company Conformance Standards

- Complies with all Company policies, procedures, and safety standards including regular attendance and punctuality
- Performs quality work within deadlines with or without direct supervision
- Interacts professionally with employees, clients, and suppliers
- Works independently while understanding the necessity for communicating and coordinating work efforts with team, other employees, clients, vendors and other organizations

## Marginal Job Duties

- Performs other duties as assigned from time-to-time by supervisor or upper management

## **Our goal is to make you successful in work...and in life!**

Keck & Wood provides a culture for you to thrive, instead of just collecting a paycheck. From team outings to company events, we provide opportunities for you to connect with others in the company on both a professional and personal level. Our flex schedule attitude helps you achieve a suitable work-life balance to grow your career, without having to give up your life to do it.

Supporting our competitive pay, our compensation packages can also include 401(k) contribution match, spot bonuses, performance-based incentive pay, and our Employee Stock Ownership Plan (ESOP). Benefits can provide peace of mind to focus on your career, so our packages typically include medical, dental, vision, short and long-term disability insurance, paid holidays, paid time off for sick & vacation leave, paid time off for eligible volunteer service, and more.

***Visit our website for a full list of compensation opportunities and benefit options to grow your career and build your life.***

## **The right skills....for your success!**

### Minimum Education, Knowledge, Experience, and Professional Certifications

- Associate's degree in accounting, finance, business, or a related field from an accredited college or university or the equivalent amount of experience
- Two years of directly-related billing experience
- Excellent proof-reading skills and attention to detail
- Ability to work under pressure to manage multiple projects and competing deadlines
- Good knowledge of bookkeeping and basic accounting principles
- Intermediate knowledge of Microsoft Office Suite
- Experience with and the ability to learn accounting software programs

### Preferred Education, Knowledge, Experience, and Professional Certifications

- Bachelor's degree in accounting, finance, business administration, or a related field from an accredited college or university
- Prior accounting/billing experience with engineering/professional services organization
- Experience with VantagePoint accounting software or Deltek Products

### Supervisory Responsibility

- This position does not have management responsibility.

### Language Skills

- Ability to read, write, and speak English proficiently
- Ability to understand and follow English instructions

### Schedule and Travel

- Full-time (40 hours/week) with typical work hours Monday through Friday from 8:00 a.m. to 5:00 p.m. with a one-hour unpaid lunch break. Some flexibility in hours is allowed provided the employee is available during core work hours
- Ability to work additional hours including evenings/weekends as required with little or no notice
- Ability to travel (up to 25%) including local and overnight travel to Company office locations and meeting and team building sites

## Environment

Work is generally performed in a professional office environment. Work is rarely performed at sites where the employee may be exposed to weather and/or high levels of noise.

## Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations will be made in compliance with the Americans with Disabilities Act to enable individuals with disabilities to perform the essential functions.

This is primarily a sedentary role. This role routinely uses standard office equipment such as computers, phones, printers, copiers, and scanners. While performing the duties of this job, the employee is frequently required to sit, use hands to type, finger, handle or feel and reach with hands or arms. The employee is regularly required to talk, hear, stand, or walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must frequently lift and move up to ten (10) pounds and occasionally lift and move objects up to twenty (20) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The position is occasionally required to walk on various terrains including uneven surfaces.

## Acknowledgment

This position description is a summary of the job duties, and the knowledge and skills required to successfully perform the job duties. It is not an exhaustive list of all activities, duties, or responsibilities which the position may be required to perform. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. The job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## Looking to build your career...talk to us!

If you're looking for a position with a firm that can provide upward mobility and a professional career path, and you're ready to join a team who is passionate about improving the community and safeguarding our natural resources, we want to connect with you!

Offers of employment with Keck & Wood are contingent on the ability to successfully pass a background check and drug screen.

Keck & Wood, Inc. is an Equal Opportunity Employer and does not discriminate in hiring based on race, color, national origin, ancestry, religion, sex, disability, veteran status, age, genetic information or any other classifications protected under federal, state or local law. We ensure nondiscrimination in all programs and activities in accordance with Title VI of the Civil Rights Act of 1964. If you need more information or special assistance for persons with disabilities or limited English proficiency, contact Human Resources, at 678-417-4000 or [kwc corp@keckwood.com](mailto:kwc corp@keckwood.com).

***With our steady growth and "Pathways to Success" advancement mindset, the right candidate has incredible career potential at Keck + Wood. If today is the day to give your career the boost it needs, please contact us!***