

Billing Specialist/Accounts Receivable/Collection – Eddystone, PA

The Billing Specialist is responsible to invoice service work orders for designated and assigned customers in accordance with the contract terms and customer requirements. This will include but is not limited to: creating, processing, scanning, auditing and emailing/mailling invoices and supporting documentation as well as collections with prime and subcontractor clients. Analyze Billing Requests for accuracy and completeness, and prepare customer invoices in a timely and accurate manner in accordance with contractual obligations; perform a review of the invoices to ensure that the amount and time period billed is accurate. The Billing Specialist will audit their own work to ensure that all costs are accounted for and billed appropriately.

Principal Accountabilities:

- Analyze Billing Requests for accuracy and completeness, and prepare customer invoices in a timely and accurate manner in accordance with contractual obligations; perform a review of the invoices to ensure that the amount and time period billed is accurate
- Where required, create and maintain client invoicing spreadsheets, reports and files
- Working knowledge and understanding of WAWF (Wide Area Work Flow Process) and billing in **Government Contractor** setting.
- Prepare Excel-based, PDF, electronic upload specialized invoices, or printed copies for an assigned portfolio of customers through to the receipt by the customers
- Work includes the tracking of customer PO's (where applicable), the timely clearing of unbilled revenue (inventory management), the continuous monitoring of web services, the spool files and the no print error files
- Timely clear all issues assigned to you, or your customers, to ensure the customer has received an accurate invoice, and has all supporting documentation to provide us with payment; error resolution must be logged, recorded and communicated via the instructed methods
- Support sister teams, such as labor processing and A/R collections by helping to reconcile and resolve billing discrepancies quickly and effectively to avoid reoccurrences
- Handle invoice cancellations, re-invoicing, and credit memorandums
- Communicate account status to the Business Unit field offices on a regular basis on matters involving invoicing to end client
- Other duties include duties collection calls and/or correspondence with vendors in a fast paced goal oriented towards cash collections.
- Providing customer service regarding collection issues, process and review any payment adjustments, and resolve client discrepancies and short payments.

Desired Skills and Experience

- Excellent organization skills and attention to detail
- Team player with a positive, professional attitude and ability to quickly adapt to an ever changing environment
- Excellent written and verbal communication skills
- Analytical mindset and the ability to analyze data in order to quickly and creatively solve problems
- Experience with Deltek GCS or Cost-point billing module a plus, Excel, Microsoft Word

Education/Experience:

- Associates or Bachelor's degree in Accounting, Finance, Business Administration or related field preferred
- 1 to 3 years' experience in billing processing (for the government/DoD), reporting, and analysis (Minimum)

Delphinus Engineering, Inc., is an EOE/Minorities/Females/Vet/Disabled Employer.

Interested personnel should submit an electronic copy of their resume to careers@delphinus.com

Requisition No. DELPH114 (please ensure that you reference this number when submitting for this position)