

## Billing Specialist

ALSC is a team of creative professionals—who lead a clear principle-based design process delivering simple yet powerful architectural solutions authentic to our client's mission, culture and vision. We believe design has a profound opportunity and responsibility to inspire and make a difference in our lives.

### SPOKANE

203 N. Washington  
Ste. 400  
Spokane, WA  
99201  
P 509.838.8568

alscarchitects.com

### Job Description

The Billing Specialist plays a key role by ensuring that clients are billed and payments are received on time and consultants and vendors are paid on a timely basis. The position works closely with the Office Manager and coordinates with principals, project managers, and consultants to ensure that projects are billed appropriately and that billing/payments match work performed and align with contracts. There is the opportunity to take on additional responsibilities in the future. This position reports to the Office Manager.

### Responsibilities

- Coordinate with Principals-in-Charge (PIC) regarding contract documents, change orders, approvals, and any additional services related to billing
- Coordinate with PIC to review preliminary invoices for appropriate labor, expense charges, billing rates, fee maximums, and make appropriate changes as required
- Issue client invoices in a timely manner
- Process incoming payments and reconcile to projects
- Setup and maintain projects in Ajera with appropriate billing rates, consultant fees, and phases as identified in client and consultant contracts
- Process consultant invoices and coordinate payment per project contract and schedule
- Pay vendor invoices, credit card payments, and other expenses
- Ensure that contract documents in project folders are complete and up-to-date
- Prepare weekly billing, receivables, and aging reports
- Other duties as assigned

### Qualifications

- Associate degree or higher in finance, accounting, or equivalent preferred
- Minimum two years of AR/AP experience in professional services environment
- Experience working in architectural or other AEC sector strongly preferred
- Deltek Ajera experience preferred

### Benefits

- A fun, collaborative working environment
- Employer paid medical/vision insurance (employee + family) and dental, life and disability (employee)
- Eight paid holidays, sick leave, and two weeks' vacation to start
- 401K retirement plan
- Defined contribution retirement plan
- Optional performance related bonuses
- Continuing education stipend

ALSC Architects is an EEO/AAP employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, or any other protected characteristic under applicable law.