AGILE
ENTERPRISE
SERVICES

In constant pursuit of excellence...

Accounts Receivable/Billing Specialist

Full Time
Remote, US

Overview

Agile Enterprise Services is seeking an energetic, detailed-oriented, professional, and committed individual, responsible for performing monthly invoicing and other Accounts Receivable duties. We are looking for someone who can work independently, but also as a team and exhibits excellent customer service skills. Our company is a diverse, prosperous and rewarding place to work, where our employees are provided with competitive benefits and career growth opportunities. Employees are valued for their talents and contributions and take pride in doing work that shapes the impact of services we provide to our customers.

Responsibilities

- Billing for government contracts and some commercial
- Prepare and review monthly invoicing according to contract requirements
- Review contracts, contract mods, and purchase orders for billing requirements
- Research invoicing issues that arise due to unique billing requirements, project adjustments or system issues
- Establish and maintain relationships with Project Management/Control, Contracts, Accounts Payable to provide expertise assistance on invoicing matters.
- Resolve a variety of internal and external customer inquiries concerning billing status and initiate communications to these customers
- Ad-hoc reporting and support projects management as needed
- Assist with AR collection
- Assist with unbilled analysis of project billings
- Manage and reconcile customer billable labor hours with Agile Enterprise Services LLC timekeeping system
- Other duties as assigned
- Supports accounting team with month-end close and audits

Qualifications

- Minimum of 1-3 years work experience in accounting (Government contracting Billing)
- Exceptional attention to detail
- A high degree of Professionalism
- Problem-solving and analytical skills
- Ability to multi-task and prioritize jobs in a fast-paced environment
- US Citizenship required
- Ability to meet aggressive deadlines
- Excellent written and oral communication skills
- Ability to interact with senior management in an articulate, clear, and concise manner
- Experience with cost point, and Cognos.

Desired Qualifications:

- Federal Government contracting sector experience
- Proficiency with Costpoint Timekeeping and Accounting System
- Bachelor’s Degree in Accounting, Finance, or Business Administration
- Strong Organizational Skills
- Ability to interact with people who have different values, cultures, and backgrounds
- Strong interpersonal skills
- Knowledge of DCAA guidelines

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.