

Job Description

The Progress Billing Coordinator is expected to have an excellent understanding of the billing process, as well as handling certain accounting and administrative tasks. They respond to employee inquiries regarding customers as well as communicate directly with salespersons. Progress Billing Coordinators make recommendations to supervisors and managers regarding process improvement.

JOB RESPONSIBILITIES

Duties include but are not limited to:

Progress Billing, Contract Administration and Invoicing:

- Attend billing meetings with Sales People and Project Managers to determine progress billing estimates and new projects to add to the backlog
- Create and send progress bills to clients by the 20th and 25th of the month
- Continuous administration of contracts; review contracts, review project specific terms with Sales People or Project Managers
- Negotiate with clients about payment terms that differ from the standard terms that Allmar accepts; forward contracts to Head Office Credit Department
- Set up new projects in Navision and create files and project binders related to each new project
- Reconcile delivery receipts with what was progress billed; invoice in Navision within the first two days of the new month
- Maintain the active jobs spreadsheet/backlog report
- Reconcile delivery receipts for non-project sales; invoice in Navision and distribute to appropriate clients
- Locate backup documentation for open sales orders in order to invoice (price confirmations, PO's, delivery receipts)
- Process credit applications, manage petty cash, collections as required
- Attend group credit meetings
- Distribute closeout documents and warranties accordingly
- Archive completed project documents

Security

- Act as the company's Alternative Company Security Officer (ASCO) to manage security clearance matters
- Process security screening paperwork online as required
- Communicate requirements with appropriate individuals and security division to ensure forms are completed and applications are moving forward promptly
- Remind individuals of documentation required in order to obtain clearances
- Attend training sessions/seminars held by Industrial Security Division as required

Reception

- Answering, screening, and forwarding incoming phone calls appropriately
- Page staff when customers require immediate assistance
- Process credit card purchases
- Perform other clerical duties such as preparing the boardroom for meetings

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Mainly in an office environment
- Sitting for long periods while working with standard office equipment
- Spend extended hours in front of a computer screen
- Listen carefully to others on the telephone
- Lifting of supplies and materials up to 20 lbs
- Moderate lighting and temperature

KNOWLEDGE, SKILLS AND ABILITIES

- Strong mathematical aptitude
- Strong attention to detail and accuracy
- Analytical/problem solving skills
- Excellent organizational skills
- Excellent communication skills, both oral and written
- Ability to prioritize and multi-task
- Strong interpersonal skills
- Flexible and self-motivated
- High level of commitment and accountability to get the job done
- Willing to work overtime as required
- Willing to perform other jobs as required by organizational demands

EDUCATION AND EXPERIENCE REQUIRED

- Completion of secondary school required, completion of college or other courses in accounting/bookkeeping an asset
- Minimum 2 years' experience in billing, accounts receivable or other related work experience
- Experience in collections an asset
- Proficient computer skills in MS Office (Excel, Word, Outlook) and Navision
- Experience in AVAware an asset

GENERAL ORGANIZATIONAL REQUIREMENTS

- Always treat customers, staff and co-workers with dignity and respect
- Willing to work overtime as required
- Willing to perform other jobs as required by organizational demands
- Must be able to work effectively in a team-based collaborative environment
- Ability to work under minimal supervision
- Strong attention to detail
- Work safely and responsibly to ensure a healthy and safe work environment
- Presenting and performing to the highest quality standards
- Must maintain confidentiality of all written and oral communication as applicable
- Always represent the Company with integrity in an ethical and legal manner

Job Type: Full-time