



ACCOUNTING/ACCOUNTS RECEIVABLE SPECIALIST | DENVER

5+ years of experience

We are searching for an Accounting/Accounts Receivable Specialist with 5+ years of experience to manage and execute the workflow, critical tasks and processes required for timely payment from clients in a growing and fast-paced professional services company operating across 3 states and 8 offices. The role works directly with the company's accounting lead as part of the overall accounting team. Norris Design is a worldwide strategic partner in planning, landscape architecture and branding. We create value for our clients by combining excellent service with innovative solutions that can be implemented (in other words, our designs get built!). See what we mean at www.norris-design.com.

Mission

Execute the tasks and duties associated with client invoicing, accounts receivable, accounts payable, and contract management. This includes executing the on time and 100% accurate month end invoicing close outs and ensuring accurate record keeping and maintenance of all client and subcontractor contracts and documentation.

Our Baseline

- 5+ years of experience working on an accounting team with an emphasis on invoicing and accounts receivable in a small to mid-sized company, preferably a professional services company with a high volume of monthly invoicing (800+)
- 5+ years of experience and expert level skills in QuickBooks or similar accounting software
- Experience in BigTime time tracking and invoicing software or similar software a plus
- Experience in managing accounts receivable and executing and managing a collection process
- 5+ years of experience in accounts payable and record keeping
- Expert level skills in all Microsoft Office Products, with an emphasis in advanced level Excel skills
- Ability to work proactively with little supervision or direction
- Able to multi-task under strict deadlines in a fast-paced dynamic environment
- Excellent communication skills, attention to detail, follow up skills, and a positive attitude
- Professional, friendly attitude and engaging personality

Key Accountabilities

- Accounts Receivable – Manage the company's accounts receivable. Execute the company's collection process in a timely and accurate manner. Research payment and outstanding balance issues to the point of resolution and payment. Execute and track collection outreach on a weekly basis. Develop strong working relationships with accounts payable staff of the company's clients.
- Project Invoicing – Prepare for and execute the company's monthly invoicing process resulting in the accurate and on time submission of 800+ monthly invoices to clients. Navigate the complexity of most clients requiring specific invoicing procedures. Become an expert level user of the company's web-based invoicing software – BigTime and Smartsheet
- Accounts Payable – Receiving with assurance of accuracy and processing invoices, assisting in the reconciliation of accounts, and paying vendors and subconsultants. Maintain strong recording keeping of required documentation.
- Credit Card Reconciliation – Responsible for keeping company credit cardholder accountable for adhering to our credit card process and procedures, including billing to appropriate projects, entering and reconciling receipts into billing and bookkeeping systems, and reconciling of the monthly credit cards statements.
- Contract Management Support – Support the Contracts Management team with ensuring fully executed contracts are obtained and filed.



- Training – Assist in new hire training in the areas of time entry and the invoice review workflow
- Certificates of Insurance – Support the Contracts Management team in procuring certificates of insurance as needed and support the yearly renewal process. Learn to decipher contractual insurance language to ensure company's coverage is adequate.
- Special Projects – Work as part of the accounting team in the execution of research projects, data analysis projects, and projects targeting an increased level of efficiency for the internal operations of the company.

Competencies

- Team Focused – Performs at a high level as part of team focused on a common goal, while executing a consistent process.
- Detail Orientation – Ability to meticulously handle details with a near perfect level of accuracy. An aptitude for consistent follow up, review, and double-checking results in elimination of errors.
- Action Oriented – Knows what needs to get done and executes. Ability to anticipate needs; does not require daily direction or management.
- Communication – Good active listening skills backed by an excellent verbal, written, and personal communication ability that works across a variety of communication settings and styles. End result means consistently being able to inform others by getting a message across with the desired effect.
- Multi-Tasking – Ability to support multiple job duties, tasks, and projects in a fast-paced dynamic business atmosphere.
- Action Oriented Problem Solving – Good priority setting combined with perseverance in solving issues on a timely basis. Planning, organizing, negotiation and time management skills must be linked to a focus on results.
- Technical Skills - Strong computer experience in Microsoft Office, QuickBooks, and time and billing software. Technical skills allow the ability to operate comfortably in near paper free office environment.
- Time Management – Uses his or her time effectively. Values time. Can attend a broader range of activities.
- Client Focus – Dedicated to meeting the expectations and requirements of clients. Establishes and maintains effective relationships with clients and gains their trust and respect resulting in the creation of a partnership with regard to invoicing and payment of invoices.

Full-time employees are eligible for Medical, Dental, Vision, Supplementary Insurance and Dependent Care FSA and Healthcare FSA. A portion of the premiums are paid for by Norris Design. Norris Design also pays for Basic Life Insurance and Long-Term Disability as well as a 4% company match to our employer 401k plan. Staff receive 8 paid company holidays per year and an accrual PTO program starting at 15 days per calendar year. Holiday week closure. Plus year round half day Fridays! The salary range for this position is \$65,000 - \$80,000.

Sound Interesting?

If you're intrigued, send us a cover letter, resume and three (3) professional references to jobinfo@norris-design.com. Please include your name, years of experience and the position you are applying for in the subject line of the email.

No phone calls please.

Norris Design is proud to be an Equal Employment Opportunity employer. We do not discriminate based upon any legally protected characteristics. All employment decisions are decided based on qualifications, merit, and business need.