## **Billing Specialist**

## **Summary of Position:**

*The Billing Specialist has as responsibility the monthly processing of NAA invoices (Advertising, Sponsorship, Exhibition, Dues and Subscriptions, NAAEI’s sales, etc.) using Nimble and other 3rd party websites. This position assists the VP and other accounting staff in various duties pertaining to the National Apartment Association, NAA Education Institute, NAA PAC, NAA Services, and MFBP.*

## **Principal Accountabilities:**

**Billing**

* **Advertising**:
	+ *Business Development Sales Team (BDST)*
		- Create and email monthly invoices ((update Teams cases as Sales’ team requests are finalized)
		- Monthly reconciliation with 3rd party databases/websites,
		- Email AR reports for collections to BDST and help with collections as needed
		- Build reports and save them on NAA BDST folder (as needed or requested)
	+ *Top Tier and Supporting Partners*
		- Issue monthly invoices as customization takes place and update Zendesk tickets as Sales’ team requests are finalized
* **Sponsorship:**
	+ - *Top Tier and Supporting Partners:* Process the sponsorship invoices into Nimble and adjust them as the customizations take place (update Teams cases as Sales’ team requests are finalized)
* **Exhibition:**
	+ - Review the daily change in MYS (Map your Show) and process Nimble data entry to mirror MYS changes
		- Enter MYS payments into Nimble and Nimble payments into MYS (Mon, Wed, Fri)
		- Review, analyze, and improve periodically the process with Map Your Show and BDST
* **Dues and Subscriptions:**
	+ - NSC
		- Direct Dues
		- UNITS
* **Grace Hill:**
	+ - Bill EI course vendor (Grace Hill) according to EI sales records

**Petty Cash**

* Maintain, record, and reconcile Petty Cash monthly activity

**Other Duties**

* Nimble accounting related items set-up (GL accounts, projects, products, events, deferral methods, etc.)
* Assists in preparation of year-end schedules and documents for audit.
* Provide backup support for processing the cash receipts and accounts payable as needed
* Other duties as assigned

**Position Qualifications:**

***Required***

* Bachelor’s degree with 1 to 2 years of relevant experience
* Proficient with Microsoft Office software with emphasis in Excel
* Strong attention to detail and accuracy with excellent organization skills
* Solid analytical and problem-solving skills
* Excellent verbal and written communication skills
* Ability to multi-task

***Preferred***

* Not for profit accounting experience, preferable in a multi-entity environment
* Proficient in Microsoft SL (Solomon)
* Familiarity with multi-cost center organizations
* Knowledge of Nimble Association Management Software (AMS)

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Travel:**

Little to no travel is expected for this position. If any, travel would be local during the business day.

## **Required Education and Experience:**

* Bachelor’s degree with 1 to 2 years of relevant experience
* Proficient with Microsoft Office software with emphasis in Excel
* Strong attention to detail and accuracy with excellent organization skills.
* Solid analytical and problem-solving skills.
* Excellent verbal and written communication skills.
* Ability to multi-task.

## **Preferred Education and Experience:**

* Not for profit accounting experience, preferable in a multi-entity environment
* Proficient in Microsoft SL (Solomon).
* Familiarity with multi-cost center organizations.
* Knowledge of Nimble Association Management Software (AMS)

## **Physical Demands:**

While performing the duties of the job, the employee is regularly required to sit, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms. The employee may occasionally lift up to 20 pounds.

## **Work Environment:**

Work is regularly performed in a professional office environment and routinely uses standard office equipment.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Signatures:**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employees signature below constitutes employee’s understanding of the requirement, essential function and duties of the position.

Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_