

Title: Accounting Specialist

**Primary Responsibility:**

Manage the day-to-day activities of the Account Receivable, Payable and Billing functions.

- Manage all information related to billing, ensuring a smooth flow between clients, banks, and the company
- Invoice GWK's clients, on a monthly and quarterly basis, for their management fees and follow the distribution process
- Familiarity with CRM
- Coordinate billing cycle; generate and mail invoices, enter information into billing programs, collect receivables and make deposits
- Create and update fee schedules
- Create and update billing categories
- Manage Accounts Receivable; collect overdue invoices
- Prepare revenue worksheets
- Produce management fee reports on an ad hoc basis

**Qualifications:**

- Bachelors Degree in Accounting and 1-3 years of accounting experience
- Knowledge of GAAP
- Knowledge of general ledger systems,
- Strong knowledge of Excel
- Must have excellent organizational skills and be detail oriented
- Must possess an ability to prioritize responsibilities
- Must be able to problem solve issues and report solutions