

Catalyst Construction – Billing Coordinator Job Description

Catalyst Construction is seeking qualified candidates to fill the role of Billing Coordinator for our growing commercial construction firm. In the decade since starting the company, we have grown to a team of over 40 employees who enjoy working together with some amazing clients on unique and challenging projects. Culture at Catalyst is a primary focus and our employees will attest to the fact that we have an exceptional team. In addition to the quality of our team, we offer competitive compensation and benefits including health insurance, 401k, paid time off, paid holidays, and many other perks. Qualified candidates should submit a cover letter and resume to apply@catalystconstructs.com.

At Catalyst Construction, there are several values that drive our operations. Employees need to share these values in order to enjoy their work and contribute to the success of our team. We value transparency, relationship, stewardship, and excellence on behalf of the company and our clients. Candidates must exhibit humility, hunger, and strong interpersonal skills. We strive for high levels of client satisfaction, team health, and quality of work. All of these characteristics are essential regardless of the role an employee plays on our team. The following job description explains the specific role of Billing Coordinator at Catalyst.

Billing Coordinators report directly to the Accounting Manager, who assigns responsibilities and provides oversight of all accounting staff, alongside the Controller. Billing Coordinators work closely with our Project Managers to update project budgets, assemble client invoices, process accounts payable, and update compliance. They also work with the Accounting Manager and Controller to regularly review aging reports, reconcile bank and credit card statements, and assist with filing regular tax returns and payments. This role may also involve working with the Director of Human Resources to process corporate payroll.

Billing Coordinators must possess strong organizational and communication skills and be able to relate well to all parties involved with our projects to navigate the daily challenges of commercial construction. Billing Coordinators regularly interact with clients and together with the Project Managers and Superintendents, prioritize client satisfaction. The client needs to know at all times that they are our most important client. All employees must learn the unique characteristics of each client and effectively communicate and manage expectations throughout the project.

In order to meet the qualifications for this position, candidates must possess strong communication and organizational skills, be a team player, be trustworthy with confidential information, and have excellent time management skills. Additionally, Catalyst has high expectations for employee professionalism. Billing Coordinators must look professional, be honest, have integrity, and assure that our financial operations are stewarded with excellence. Previous accounting experience is preferred but not required.

The above description, while certainly not exhaustive, describes the major responsibilities of Billing Coordinators at Catalyst. These individuals play an extremely important role in the success of our projects and the organization. In addition to the hard skills noted above, the ideal candidate is someone who enjoys working together with a team while providing vision, support and guidance to key parties so our projects and the company remain profitable.