

BILLING COORDINATOR

Catalyst Construction is a leading commercial construction management firm specializing in consistent and transparent processes. Our team is dedicated to excellence, fostering strong relationships, and driving continuous improvement in all we do. We align our work with core values of being Relational, Intuitive, Catalytic, Responsible, and Improving.

A Billing Coordinator is a detail-oriented professional who works collaboratively with Project Managers and other team members to process invoices trade partners and for clients. This role involves tracking project financials and using strong analytical skills to ensure accuracy in financial records, contributing to the overall success of the team.

POSITION TYPE AND COMPENSATION:

- Part-time to full-time hourly position, averaging 6-7 hours per day, 5 days per week (approximately 30-35 hours per week).
- Pay Range: \$25.00/Hour - \$33.00/Hour

BILLING COORDINATOR QUALIFICATIONS:

- Associates degree or bachelor's degree is preferred.
- Minimum of 3 years prior accounting experience.
- Strong communication and organizational skills.
- Team player with a positive and collaborative attitude.
- Trustworthy with confidential information.
- Excellent time management skills.
- Experience with Microsoft Excel.
- Professional demeanor with a commitment to integrity.

CORE VALUES ALIGNMENT:

- **Relational:** Ability to build and maintain strong, positive relationships with team members, clients, and trade partners.
- **Intuitive:** Keen sense of anticipating issues and needs, with a proactive approach to problem-solving.
- **Catalytic:** Drive initiatives that create positive change and promote continuous improvement.

- **Responsible:** Demonstrate accountability and ownership in all aspects of the role.
- **Improving:** Commitment to personal and professional development, always seeking ways to enhance skills and knowledge.

BILLING COORDINATOR PRIMARY AREAS OF FOCUS:

The Billing Coordinator plays a vital role in ensuring the financial success of our projects. Reporting directly to the Accounting Manager, the Billing Coordinator is responsible for:

- **Accounts Payable:** Process trade partner invoices, issue payments, and manage lien waiver process.
- **Accounts Receivable:** Assemble accurate client invoices with supporting documentation, produce sworn statements, and monitor receivables to ensure timely client payments.
- **Financial Reporting:** Collaborate with Project Managers to update project budgets, assist with bank and credit card statement reconciliation.

BILLING COORDINATOR BENEFITS:

- Competitive salary corresponding with experience.
- Comprehensive benefits package including health insurance, ancillary benefits, retirement plans, and professional development opportunities.
- Opportunity to work on diverse and challenging projects with a reputable organization committed to influencing positive change with every project, person, and community.

BILLING COORDINATOR PHYSICAL DEMANDS:

- Primarily sedentary work in an office environment.
- Extended periods of sitting and working on a computer.
- Frequent use of a computer keyboard and mouse.
- Minimal lifting and carrying of light items such as paperwork or office supplies.
- Ability to operate standard office equipment such as computers, printers, and copiers.
- Visual acuity to read and interpret written communication and data.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.