



Billing Specialist

Emmons & Olivier Resources, Inc. (EOR) is an engineering and environmental consulting firm that specializes in: WATER (watersheds + water resources), ECOLOGY (ecosystems + natural resources) and COMMUNITY (civil engineering, landscape architecture + planning). We have an exciting opportunity for an individual who is eager to be a leader in a multi-disciplinary environment.

Job Status

Full-Time

Brief Description:

We are looking for a Billing Specialist to perform the following: Effectively communicate with Project Managers regarding contract documents, change orders, modifications, approvals and any additional services related to billing; responsible for monthly invoice creation, validation and distribution of invoices to client customers in an efficient and timely manner; make transfers of employee billable hours and expenses; research any issues to optimize the billing possibilities for the billing period; prepare final invoice package that contains draft and final invoices for billable projects, provide project managers with billing reports, profit reports, etc.; assist with monthly monitoring and follow up on outstanding AR balances; research and resolve client billing problems or issues; assist project managers and clients with billing requests and questions; assist with other accounting functions.

Education/Experience requirements:

- 2 years' experience in accounting/billing process; college degree a plus.
- Experience with Deltek Vision or similar professional service billing software a plus.
- Proficient in Microsoft Office, including Excel and Word required.
- Billing and accounting in Engineering, professional services, or construction industry environment preferred.
- Organization skills

Location

Oakdale, MN

To Apply

Qualified candidates should e-mail a letter of interest and résumé (including 3 references with current contact information) to Susan Nelson (snelson@eorinc.com). Please visit our website at www.eorinc.com for further information on our company, services, and projects.

Closing Date: 8/15/2018

EOR is an Equal Opportunity/Affirmative Action employer.