



## Vertical Bridge Job Description

<b>Job Title:</b>	Billing Supervisor	<b>Date:</b>	6/04/19
<b>Department:</b>	Finance	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Billing Manager	<b>FLSA Status:</b>	Exempt

### **Purpose:**

The Billing Supervisor will be responsible for overseeing the Billing/Lease Abstraction team of five.

### **Job Functions:**

1. Reconcile, review and approve all billing related files
2. Monitor billing metrics and trends
3. Abstract the financials within tenant leases
4. Monitor and approve all adjustments to ensure completed timely and accurately
5. Maintain customer master database
6. Update billing policies, procedures, methods, and guidelines
7. Monitor all third- party portals billing to ensure revenue is correctly being reported
8. Work closely with IT to identify simplification and automation opportunities
9. Analyze, identify and propose action to the solution of problems within billing to increase the effectiveness of processes and procedures
10. Collaborate on performance evaluations, training and coaching
11. Work closely with the accounting team and other departments throughout the organization

### **Supervisory Requirements:**

Supervise and manage the Billing/Lease Abstraction team.

### **Working Conditions and Physical Demands:**

Position will work directly from the corporate office with minimum travel. High-volume, fast paced – results oriented environment.

### **Education and Experience:**

1. Bachelor's degree in Finance or Accounting preferred or equivalent combination of education and experience
2. Minimum 5 years of Accounts Receivable specific to billing required
3. Minimum 3 years of supervisory/managerial experience with proven ability to lead a team
4. Prior experience preferred in reading and comprehending contracts and leases
5. Required to have strong detailed analytical skills
6. Required to be proficient in Excel (pivot tables and v-lookups)
7. Prior experience working with Dynamics AX or similar accounting systems preferred
8. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers
9. Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast-paced environment
10. Self-motivated; able to work independently to complete tasks and respond to department requests and to collaborate with others to utilize their resources and knowledge to identify high quality solutions

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