

**Stellar Road Financial Private
Capital**
Job Description

JOB TITLE: Billing Specialist

Reports To: Vice President of Operations

Exempt
July 2017

SUMMARY

This position is primarily responsible for supervising and managing activities engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Core duties and responsibilities include the following. Other duties may be assigned.

- Generate the fee sheets for billing cycle.
- Responsible for the billing the quarterly and monthly Advisory and Management fees for all the custodians;
- Responsible for the VA billing and 401k
- Responsible for the commission payouts and advances.
- Compiles composite reports from individual reports of subordinates required by management or government agencies.
- Supervises and participates in preparing and auditing materials requiring analyses of supporting documents and insures that all entries are entered into the system properly.
- Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures.
- Communicates and coordinates accounting policies, practices, and procedures with department and company managers and officials, vendors, reporting agencies, clients, customers, and advisors.
- Determines work procedures, prepares work schedules, and expedites workflow.
- Assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Studies and standardizes procedures to improve efficiency of subordinates.
- Adjusts errors and complaints.

SUPERVISORY RESPONSIBILITIES:

This job has supervisory responsibilities.

EDUCATION AND/OR EXPERIENCE

Bachelors degree in Accounting or related field; or two to four years related experience and/or training; or equivalent combination of education and experience.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

ACKNOWLEDGMENT:

I have read and acknowledge receipt of this job description and agree to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of employees who hold this position.

Supervisor Signature

Employee Signature

Date

Date
