



Billing Specialist

Ecology and Environment, Inc. is a fully integrated environmental consulting firm whose underlying philosophy is its worldwide commitment to supporting sustainable development through responsible environmental stewardship. We are seeking a Billing Specialist for our corporate headquarters in Lancaster, New York.

Our successful candidate will be responsible for coordinating the client invoicing process for assigned projects. Our successful candidate must be a self-starter with excellent communication and computer skills and a high degree of attention to detail.

Responsibilities:

- Prepare and update monthly project list
- Update invoice reconciliation sheet prior to creating monthly invoices
- Prepare draft invoices and invoice project assignments monthly
- Maintain project files and send invoices per client instructions
- Liaise with Project Managers for review of invoices and to resolve invoicing issues
- Research and analyze data to ensure accurate billing and timely collections
- Interface with E & E staff in various departments (contracting, costing, project management, project set up, subcontracting, general accounting, IT)
- Assist with other team tasks as needed

Requirements:

- Experience with billing / invoicing; experience with a professional services firm preferred
- Proficiency with Microsoft Outlook and Excel
- Associates degree in accounting, finance or a related field preferred
- Experience in using and uploading data to sites or systems preferred
- Other accounting experience is desirable (ie. accounts receivable, accounts payable, general ledger, account reconciliations)
- Excellent data entry, typing, communication and organizational skills
- Excellent interpersonal skills with the ability to work independently and as part of a team
- A high degree of attention to detail and the ability to coordinate multiple tasks

We are a global network of innovators and problem solvers, dedicated professionals and industry leaders in scientific, engineering, and planning disciplines working together with our clients to develop technically sound, science-based solutions to the leading environmental challenges of our time. E & E offers opportunities for growth in a team-oriented environment. Candidates must be eligible to work in the U.S.; Visa sponsorship will not be provided. Please view our website at www.ene.com to apply on-line. Local candidates preferred.

Ecology and Environment, Inc. is an EO and AA employer – M/F/Vets/Disabled/and other protected categories