

POSITION DESCRIPTION

POSITION:	BILLING and ACCOUNTING MANAGER
TERM:	Full-Time/Exempt
SUPERVISOR:	SVP/COO
REGULAR SCHEDULE:	Standard business hours, Monday through Friday, with additional hours required as necessary in order to meet CP objectives.
OVERALL FUNCTION:	Responsible for billing practices, budgeting, and financial analysis while reconciling such activity to various external and internal reports with a high degree of accuracy to ensure accurate financial reporting and projections.
LOCATION:	420 W. 4 th St., Suite B Dell Rapids, SD 57022
CONTACT:	Heather Schumacher, hschumacher@central-payments.com
ABOUT US:	Visit www.central-payments.com

REQUIRED SKILLS AND SUBJECT MATTER EXPERTISE:

1. Proven experience as a Financial analyst or similar accounting role
2. Good knowledge of billing, general ledger, and other basic accounting functions (preferably in Financial services)
3. Understanding of basic bank accounting functions impacting the general ledger and customer deposit accounts
4. Ability to collaborate with a team as well as have the ability to work independently and meet tight deadlines with little direction
5. Ability to read pricing term sheets and produce spreadsheets to apply per unit pricing tiers based upon daily activity that ultimately will be used to produce monthly invoices and revenue projections
6. Ability to reconcile cash movements with activity and daily settlement reports
7. Opportunity to provide feedback on future automation of billing processes
8. Excellent communication ability
9. Organizational and time-management skills
10. Attention to detail
11. BS/BA in accounting or similar field is preferred but not required with experience
12. Takes initiative Fluency with MS Excel, with knowledge of SQL and/or MS Access a plus

13. Familiar with payment network billing and reporting such as Visa, MasterCard, Discover, NYCE, etc.

PRIMARY DUTIES:

1. Complete monthly invoices using existing templates with opportunity to provide feedback for improving templates in order to provide maximum clarity for recipients
2. Issue and distribute invoices to partners
3. Ability to maintain accurate work papers and other supporting documentation in a form that can be referenced in the event of billing questions or discrepancies
4. Setup new billable entities with new contracts and sales
5. Collaborate with other departments to ensure billing accuracy
6. Keep track of accounts receivable and any associated delinquency
7. Prepare and present analytical reports
8. Assist Executive team with budgeting and Financial analysis
9. Quarterly and monthly Network reporting
10. Monthly statistics reporting for all programs managed or sponsored by the bank
11. Backup key settlement functions and associated settlement reconciliations

Education/Experience:

1. Degree in related field of study or equivalent work experience.
2. Five or more years of direct experience with bank accounting functions impacting the general ledger and customer deposit accounts.