



### **Accountant-Billing, Social Impact, Arlington, VA**

Social Impact is a global development management consulting firm. We provide monitoring, evaluation, strategic planning, and capacity building services to advance development effectiveness. We work across all development sectors including democracy and governance, health and education, the environment, and economic growth. Since 1997 we have worked in over 100 countries for clients such as US government agencies, bilateral donors, multilateral development banks, foundations, and nonprofits.

Please apply for this position on Social Impact's website found [here](#).

#### **Position Description:**

SI is seeking an Accounting Manager to take the lead on the company's billing efforts. This position reports to the Assistant Controller

#### **Responsibilities:**

- Sets up all new projects in SL; including Labor Categories for time & material efforts.
- Receives all change forms and ensures data is entered correctly into Microsoft SL.
- Leads billing processing.
- Maintains billing tracker.
- Processes larger/more complex invoices.
- Ensures all bills are processed by agreed upon date.
- Monitors fixed priced deliverable contracts, ensuring jobs are invoiced promptly.
- Maintains the Backlog report.
- Reconciles unbilled balances monthly and investigates aged unbilled.
- Performance monthly AR and unbilled reconciliations to the GL.Reconciles differences.
- Monitors aging of AR, ensures follow-up with clients.
- Prepares schedule for bank loan report to be submitted by Senior Accounting Manger.
- Coordinates billing activities with programmatic staff.
- Logs and tracks all close out requests.
- Ensures all close outs are processed in a timely manner or that the requester is notified of alternate delivery date.
- Monitors quarterly reporting requirements.
- Ensures quarterly finance data is provided to project staff by agreed upon date.
- Provides day-to-day direction to the Billing Clerk.
- Other tasks as assigned.

#### **Qualifications:**

- Bachelor's degree and a minimum of 4 years' relevant experience or the equivalent in education/years of experience.
- Time and Material, Fixed Price and Cost Plus Fixed Fee Billing experience for USG clients required, USAID preferred.
- Previous experience with Microsoft SL preferred.
- Knowledge of Microsoft Office applications and the ability to learn new software programs quickly.
- Ability to meet deadlines is a must

- Attention to detail.
- Strong organizational skills.
- Professional demeanor and diplomatic communication skills, especially via email.

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Come join our energetic and innovative team! We offer you the opportunity to play a leading role in the growth of our company, work as part of a creative and committed team, and make a difference in the well-being of our world.

To learn more about Social Impact, please visit our website: <http://www.socialimpact.com>

SI is an EEO/AA/ADA Veterans Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status.

Only selected candidates will be contacted for an interview. Please, no phone calls.