

Billing Analyst

Position Overview: In this role, you will be responsible for maintaining accurate billing and invoicing processes for the firm. This role involves preparing, reviewing, and processing invoices, ensuring compliance with company policies and client contracts, and collaborating with project managers and other departments to resolve any billing issues. The ideal candidate will have strong analytical skills, attention to detail, and a solid understanding of accounting principles.

Key Responsibilities:

- Prepare and process accurate and timely invoices for multiple projects in accordance with client contracts and company policies.
- Review and analyze project data, including timesheets, expenses, and other relevant information, to ensure proper billing.
- Collaborate with department heads, project managers, other consultants/subconsultants, and other departments to gather necessary documentation and resolve any discrepancies or issues related to billing.
- Enter consultant/subconsultant invoices into A/P database and communicate with them about payments.
- Enter contract budgets into billing software.
- Maintain accurate labor and direct expense rate tables in accounting software.
- Assist project managers with troubleshooting accounting software questions and inquiries.
- Prepare and distribute Work in Progress (WIP) reports to project managers on a routine basis.
- Maintain and update billing records and databases, ensuring all information is accurate and up-to-date.
- Generate and distribute billing statements, reports, and summaries to clients and internal stakeholders.
- Monitor and follow up on outstanding invoices to ensure timely payment, including coordinating with clients on payment status and resolving any payment-related issues.
- Assist in the month-end closing process, including preparing and reconciling billing accounts and reports.
- Participate in audits and provide support by preparing necessary documentation and responding to inquiries.
- Identify opportunities for process improvements in the billing cycle and recommend solutions.
- Stay current on industry best practices, regulatory requirements, and company policies related to billing and invoicing.
- Other operational or administrative tasks to support various departments.

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred.
- Experience in billing, accounts receivable, or a related role, preferably within the engineering, construction, or architecture industry.
- Strong understanding of accounting principles and billing procedures.
- Proficiency in accounting software and Microsoft Office Suite, particularly Deltek Ajera or similar.
- Excellent analytical and problem-solving skills with a keen attention to detail.
- Strong organizational skills and the ability to manage multiple tasks and deadlines.
- Effective communication and interpersonal skills, with the ability to work collaboratively with team members and clients.
- Ability to handle sensitive and confidential information with discretion.
- Experience with project-based billing or job costing is a plus.

Office Location(s): Aurora, Illinois or Oak Brook, Illinois. Hybrid-work schedule or remote available.

About Us

TEG, founded in 2008, provides reliable, sustainable, cost-effective solutions to the engineering needs of State, County, and Local Agency clients. Our clients count on TEG's trademark **service at the highest grade**® in all lines of business in the public sectors that we serve. Our professional engineering firm is focused on providing the following services:

- **Transportation Planning and Design**
- **Construction and Resident Engineering**
- **Municipal Engineering**
- **Stormwater Management**
- **Water Distribution**
- **Land Surveying**

Our team takes on challenging projects to deliver award winning results. Our approach to projects is to develop specific strategies and teaming arrangements to best fulfill our clients' needs for each project engagement while providing our trademark level of outstanding client service, responsiveness, and commitment. Our professional and practical approach to planning, design, and construction engineering ensures project success, client satisfaction, and stakeholder support.

TEG is an Equal Opportunity/Affirmative Action employer. TEG fully supports and maintains compliance with all state, federal, and local regulations. TEG does not discriminate against associates or applicants because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, protected Veteran status, genetic information, or any other category protected by federal, state, and local laws.