



Billing & Accounting Specialist

Full time position in Accounting Department assisting with the daily accounting functions including preparation and submission of invoices to our clients and processing incoming customer payments. You will work with our team and interact with various departments daily. You will provide administrative support, undertaking clerical tasks including typing, data entry to Collections System, making calls and basic accounting.

Primary Responsibilities:

- Post daily customer payments
- Prepare and generate daily deposits
- Assist with the reporting of client funds as per guidelines
- Assist with the reconciliation of client reports on a weekly basis
- Prepare and submit foreclosure, bankruptcy and litigation invoices to clients as per billing guidelines
- Assist with the monthly reconciliation of credit card statements and retainer accounts
- Contact courts via phone, fax and emails
- Assist with additional assigned accounting tasks as time permits
- Able to maintain regular and consistent attendance at Firm worksite

Requirements:

- Knowledge of basic accounting principles
- Good communication and writing skills
- Attention to detail
- Ability to work with little supervision and self-motivated
- Works well in team environment
- Ability to work in a fast paced department
- Ability to multi-task
- Excellent computer skills
- Excellent organizational skills
- Working knowledge of Excel, Word, Outlook
- Experience with Black Knight / Loansphere Technology System beneficial
- Experience with Peachtree Accounting Software beneficial

Qualifications and Requirements:

- Education: Accounting or business degree
- Experience: Two-years of accounting experience.
- Working knowledge of Excel, Word, Outlook
- Experience with Peachtree or similar accounting software .
- Travel: N/A

Great work environment and attractive benefits package including health, FSA, HSA, dental, vision, disability, and life insurance, 401(k) Plan, paid holidays, paid volunteer time off, and generous paid time off (PTO) policy.

KWA IS AN EQUAL OPPORTUNITY EMPLOYER: *Applicants are considered for positions without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other consideration made unlawful by applicable federal, state or local law.*