

Position Description

Title: Billing Associate

Reports to: Accounting Manager

Salary Range: \$50,000-\$60,000 annually with potential for annual bonus based on firm profitability and employee performance.

Benefits:

- 100% remote work schedule.
- Medical, Dental, and Vision insurance: 80% employer paid premiums for employee and 50% employer paid premiums for dependents. Two plan options: High deductible with HSA and low deductible plan.
- 100% employer paid premium for Group Term life, voluntary employee paid life and AD&D Insurance.
- 401(k) with 100% company match up to 4% with both Traditional and Roth options.
- Voluntary long-term Disability Insurance.
- Paid time off: 17 days annually for new hires, two half-days per month, 10 holidays plus 1 floating holiday, birthday leave, bereavement leave, 16 hours per year of volunteer leave, paid parental leave.
- Certification and designation sponsorship, tuition reimbursement up to \$5000 annually.
- Additional benefits: fitness membership reimbursement, internet reimbursement, one month paid sabbatical after 5 years of employment, employee home loan program, donation matching, recognition program, employee referral bonus, and company events.

NWAM, LLC dba Northwest Asset Management is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Diverse and inclusive teams have a positive impact on the services we provide our clients and advisors. We embrace and encourage our employees' difference in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique. Military veterans and spouses are highly encouraged to apply.

NWAM, LLC dba Northwest Asset Management is an SEC Registered Investment Adviser.

Job Summary

The Billing Associate will be responsible for accurately inputting and maintaining billing data within our system, ensuring precise invoicing and record-keeping. This role involves generating billing statements, running quarterly billing cycles, and collaborating with internal teams to resolve any discrepancies. The ideal candidate will demonstrate strong attention to detail and effective communication skills to support our financial operations.

Duties and Responsibilities

The Billing Associate can expect to focus in the following areas:

- Accurately input billing data into our billing system to ensure timely and precise invoicing.
- Verify the accuracy and integrity of all data within the billing system.
- Execute quarterly billing cycles, ensuring all processes are completed in a timely manner.
- Maintain comprehensive and accurate records of all billing transactions to support audits and financial reporting.
- Generate and distribute detailed billing statements to advisors.
- Update and reconcile billing sheets on a quarterly basis.
- Collaborate with internal teams to address and resolve any billing issues or discrepancies efficiently.
- Other responsibilities as assigned.

Requirements and Qualifications

- Bachelor's degree from an accredited college or university required.
- Prior experience in billing or finance within the investment management industry preferred but not required.
- Strong attention to detail and a commitment to accuracy.
- Ability to work effectively under pressure with tight deadlines, with attention to detail, and the ability to handle conflict and negotiate resolution.
- Ability to be responsible for confidential and time sensitive material.
- Proficiency with windows-based software (e.g. Word, Excel, and PowerPoint) and Outlook is required.
- Excellent written and verbal communication skills – clear, concise and organized.
- Ability to work in a team-based environment, proactively covering and sharing task responsibilities with other team members.
- Be self-motivated, show initiative and creativity in all aspects of work (e.g. creating new methods to streamline tasks).
- Work independently with little supervision and knows when to ask for guidance, clarification, assistance.
- Possess a high level of professionalism, confidentiality, discretion and judgment.