



# Billing and Invoicing Specialist (part-time)

## POSITION SUMMARY

McKenna is seeking an experienced Billing and Invoicing Specialist to join our team of dedicated planning, design and building professionals who are in the business of making hometowns home. For over forty years, we have partnered with municipal leaders throughout southeastern Michigan to develop and maintain communities for real life.

## RESPONSIBILITIES

- Prepare, process, and send out invoices to clients using Deltek Vision or Vantagepoint
- Review and reconcile billing discrepancies by working with clients and internal departments
- Track and monitor accounts receivables to ensure timely payments
- Follow up on overdue invoices via phone or email in a professional and courteous manner
- Perform general administrative and data entry tasks to support the finance department as needed

## QUALIFICATIONS

- Minimum of 1-2 years of experience in billing. Experience with accounts payable or general accounting preferred
- High school diploma or equivalent required. Associate or bachelor's degree in accounting or related field is a plus
- Experience using Deltek Vision or Vantagepoint is required
- Ability to work independently and maintain a high level of confidentiality

## HOURS AND COMPENSATION

- Position is part-time, working less than 30 hours a week. Workload fluctuates, requiring more hours at the beginning of the month and fewer towards the end of the month
- flexible schedule is available
- Remote work is available
- Competitive hourly rate commensurate with experience
- Benefits include flexible schedule, paid sick time and retirement plan options

## HOW TO APPLY

To apply for this position, send your resume with general salary expectations to the attention of Human Resources at [HR@mcka.com](mailto:HR@mcka.com).

McKenna is an Equal Opportunity Employer and celebrates diversity, equity and inclusion and strives to create a dignified work environment where team members can thrive. Candidates with non-traditional backgrounds and transferable experience are encouraged to apply.