

## Billing Specialist

Location: Remote

Reports To: Director of Business Operations

NIET is seeking a billing specialist to perform day-to-day business operations functions of the organization, including invoicing, partnership management, and travel expense reimbursement processing. Exemplary candidates will have strong attention to detail, organization skills, and external and internal customer-service orientation.

### Position Responsibilities

- Partnership Management
  - Manage all invoicing for the organization, including confirming that invoicing information is accurate with the executive director of service operations, entering the information into Intacct, and ensuring the information is accurate in Salesforce
  - Manage aging receivables for the organization
  - Assist Director of Business Operations with the creation of opportunities in Salesforce and projects in Mission Control
  - Oversee all paperwork requested by partners ensuring that it is completed in a timely manner
  - Maintain and respond to state vendor registration requests
- Business Operations
  - Review employee expense reimbursement requests on a weekly basis for final approval by Controller and ensure that travel expenses are accurately uploaded into Salesforce and invoiced to partners as applicable
  - Produce invoicing reports, client lists, and business operations reports as needed
  - In partnership with the Executive Director of Professional Learning, ensure all products and services are up-to-date in Salesforce
  - Support the Director of Business Operations with the creation of users, passwords, and templates in Salesforce and Mission Control
  - Support the Director of Business Operations on process improvements, as requested

### Desired Qualifications

- 2 years of experience managing business operations for a non-profit preferred
- Bachelor's degree
- Exhibit NIET's core values
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders
- Strong attention to detail
- Outcomes driven—motivated by achieving set metrics