

## Billing Specialist

Lacey, Washington

Are you a billing pro looking to join a dynamic team? Do you enjoy supporting clients and coworkers alike while tackling big and small tasks to further the company's mission? Our Lacey finance team wants to hear from you!

### Who we are

SCJ Alliance is a 100% employee-owned company with the mission to serve our clients, communities, and each other with creativity, knowledge, insight, and perspective. With great projects and a fun-loving team, our firm has been named as both one of the nation's fastest growing and best places to work multiple times in recent years. We specialize in civil engineering, transportation planning & design, environmental & urban planning, landscape architecture & design, and public outreach. Our mantra "Anticipate. Envision. Create" captures our work environment and project approach.

### What you'll be doing

- Coordinate with project managers and clients on all project billings.
- Process project billing including verification of chargeable time/rate schedules in accordance with contracts.
- Review project set up for new projects, maintain, and close out projects in accounting software.
- Handle client and contractor inquiries related to accounting records.
- Prepare project reporting for project managers, check and verify accuracy of calculations and reports.
- Review of contract documents for new projects, ensure contract guidelines for billing and billing rate purposes are being followed.
- Maintain billing and contract files.
- Provide support in accounts payable and accounts receivable, employee expenses, sub consultant contracts, and invoices, as needed.

### What you bring

- High school diploma required. Related college course work or degree desired.
- Three years' experience in finance, particularly with billing.
- Proficient in Microsoft Excel and Word.
- Detail-oriented with strong communication and organizational skills.
- Experience with Deltek Vision accounting software preferred.
- Prior experience in the engineering or architectural consulting industry preferred.

### What we bring

- [An unbeatable culture!](#) An autonomous and collaborative work environment, exceptional operational support, a Rockstar IT team, fun and supportive coworkers, and a compassionate executive team. Plus the fun stuff: firm-wide campout; [mugshots](#), gold-medal chili competitions... You'll love coming to work.
- [Quality projects](#). We pursue work that improves communities, challenges us, and makes a difference.
- [Community involvement opportunities](#) and a charitable matching program.
- Retirement benefits: 401(k) & employee stock ownership plan (ESOP).
- Paid time off.
- Health and other insurance plans tailored to your needs, including HSA and FSA plans.

Visit [scjalliance.com/careers](https://scjalliance.com/careers) to apply.