

KIMMERLE GROUP, Billing and Collections Specialist

Company and Role Overview

Kimmerle Group is a multidisciplinary architecture and real estate firm based in Harding Township, NJ, with a 30-year track record of service and performance for its professional client base across the tri-state area and beyond. Kimmerle Group's divisions include Kimmerle Newman Architects, a full-service architecture and interiors firm; Kimmerle Workspace, a furniture and fixtures procurement agent; Kimmerle Group Project Management; Kimmerle Urban Studios; Kimmerle Branding; and Kimmerle Group Real Estate Services.

Kimmerle Group is seeking a full-time billing and collections specialist for its Harding offices.

Job Responsibilities

- Assist senior bookkeeper in generating and issuing project invoices based on time entries and/or project proposal details.
- Perform follow-up on issued invoices; generate client statements and reporting to track collections activity.
- Initiate collections procedures where needed to ensure timely payment in professional manner while maintaining client relationships.
- Assist with A/P/vendor billing support and project expense tracking.
- Filing/clerical duties to maintain office files.
- Some bookkeeping support, including support for timekeeping and project management system.
- Other duties as assigned to support client and partner requirements.

Required Experience

Some college education preferred.

2+ years experience working in a similar role in a professional office setting.

Strong communication skills, both written and oral.

Familiarity with NetSuite platform required; experience with QuickBooks preferred.

Good familiarity/proficiency with Microsoft Office software.

Highly motivated; plans and carries out responsibilities with little to no direction; able to self-start.

Comfortable working both under direct supervision and independently.

Handles deadlines and pressure with ease.

Location

Morristown, NJ

Compensation

Negotiable upon experience