



Project Billing Coordinator

BHC Consultants is currently seeking a full time Project Billing Coordinator to join our downtown Seattle office. BHC Consultants is an employee-owned and managed consulting engineering, planning, and building code and construction compliance firm with offices in Seattle and Tacoma, Washington. This is a growing firm with great office dynamics and a significant backlog of consulting services contracts for cities, counties, and special purpose districts in Western Washington.

As the Project Billing Coordinator, you will work closely with our accounting team and project managers to process monthly progress billings and assist in project performance tracking. You are organized, detail oriented, and comfortable translating project financial information to nonfinancial team members.

Job Responsibilities:

- Assist in opening new projects in Deltek Vision.
- Prepare invoice packages for approval by Project Manager, containing draft and final invoices for all billable projects assigned, including all applicable backup, as requested per contract.
- Research any unbilled issues to optimize the billing possibilities for the billing period.
- Assist PM with coding of consultant invoices and reimbursable expenses.
- Assist with time and expense processing.
- Monitor accounts receivable and support project managers with collection efforts.
- Work with the cash receipts team member to reconcile variances that occur in the application of cash.
- Write off any uncollectible receivables, labor or expenses, as directed.
- Perform other assigned tasks and duties necessary to support the administrative team.

The ideal candidate will:

- Have 3 years of experience using mid-level project-based software; prior experience with Deltek Vision software a plus.
- A thorough knowledge of standard contract terms, including hourly, lumps sum, not-to-exceed and how they are applied in the billing process.
- Experience in Architecture/Engineering consulting industry.
- Have excellent time management and attention to detail.
- Advanced Excel skills desired.

Success Characteristics:

- Possess professionalism in demeanor, actions, communications, competence and reliability.
- Have a can-do, service-oriented attitude.
- Ability to maintain confidentiality and exercise discretion.
- Organized in thought and work process.
- Strong work ethic.
- Positive and proactive approach.

We Offer:

- Competitive salaries
- 100% company paid Orca transportation pass
- 100% company paid employee Health, Life, and Disability insurance
- 50% company paid dependent Health, Life, and Disability insurance
- Health Savings Account and Flexible Spending Account options to maximize tax savings
- Flexible schedules
- Reimbursement for professional registrations and renewals
- Paid memberships in professional organizations
- Paid time off (sick, vacation, holidays)
- 401(k) retirement plan with company matching contribution
- Stockholder opportunity

We are an equal opportunity employer and value diversity. All employment is decided based on qualifications, merit, and business need.

To apply for this position, please email your cover letter and resume to:

businessadministration@bhccconsultants.com