



Part Time Billing Specialist

Seeking a highly motivated, detail oriented individual with a background in bookkeeping to provide the support needed for the invoicing and billing for Beacons, Inc. Beacons, Inc is a vendor of the San Diego Regional Center (SDRC), which funds many of our programs and services.

The billing specialist will process all billing for each program and its clients according to the requirements by the funding agency. The specialist will also answer billing inquiries and assist in the monitoring and follow-up of related billing functions. This is a part time position with the heaviest workload at the beginning of each month.

Duties and Responsibilities:

- Submit program invoices to outside funding agency (SDRC), keep track of outstanding billing and consumer issues and conduct follow through until resolved,
- Invoice clients through QuickBooks Online.
- Work with outside organizations to ensure timely payments of invoices.
- Partner with Executive Director, Accountant and Program Directors on day-to-day billing questions and concerns. Position may also be required to coordinate with the Board Treasurer
- Set up and monitor client accounts and adhere to the billing requirements in QuickBooks Online and outside systems.
- Submits all documents and forms to outside funding agencies in a timely manner
- Provides updates regarding invoice status to the Executive Director.
- Ensures that all tasks are done in accordance with Beacons and funding agencies' billing guidelines and policies.
- Other accounting duties and special projects as assigned.

Essential Functions and Requirements:

- High school diploma required. Bachelors' degree preferred
- Experience with QuickBooks or QuickBooks Online required
- Minimum of two years experience in accounting or bookkeeping experience required.
- Excellent customer service skills.
- Must be self-motivated, very detail oriented, highly organized and reliable, have the ability to multi-task with a high volume of work and work well independently as well as in a team environment.
- Ability to prioritize , problem solve, take initiative and follow through are essential
- Strong oral and written communication skills and accuracy are a must.
- Must be proactive, work well under pressure and excel in a fast-paced environment.
- Professional and courteous communication with the executive leadership, clients and staff are a must.
- Demonstrated experience using computer spreadsheets (Excel or Google Sheets) as well as Google Office Suite, .

This position is a part time position (approximately 10-15 hours a week to start with onsite and remote work option) with a pay range of **\$25.00- \$28.00 per hour**. Interested applicants submit their resume and cover letter through Indeed. Direct correspondence only to hr@beaconsnorthcounty.com for consideration and not to other Beacons staff.

Beacons, Inc. is a 501(c)(3) public benefit nonprofit corporation dedicated to bridging gaps to employment and community access for individuals with intellectual and developmental disabilities. Beacons is located in the heart of the Carlsbad business community just south of the Palomar airport, at 2245 Camino Vida Roble Ste 100, Carlsbad 92011.
<https://www.beaconsnorthcounty.com/>

The Company is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.