

**WILLIS LEASE FINANCE CORPORATION**  
**Job Description**

**Job Title** Billing Accountant

**Department** Accounting

**FLSA Status** Exempt

**Location** Novato, CA

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**Summary**

Billing Accountant will process monthly invoices and administer all billing requirements for Leasepoint (sub ledger) and MAS90 (general ledger) systems. Billing Accountant will record revenue, create billing, reconcile sub ledger and general ledger accounts, and interact with international and domestic customers. The successful candidate will identify trends and review reports as they relate to billing and revenue providing analysis to the Accounting Manager, Corporate Controller, Sales staff, and Technical team of Willis Lease, a fast paced aviation leasing firm.

**Responsibilities**

1. Generate lease rent and maintenance reserve billings in Leasepoint system as specified by customer contracts and usage reports.
2. Responsible for the identification, analysis and communication of billing issues throughout the billing process and recommend procedural changes that would improve accuracy, efficiency and internal control.
3. Identify unusual or nonrecurring transactions as defined in customer contracts.
4. Perform sub-ledger accounting duties and interface with general ledger, reconciling both systems.
5. Manage all correspondence related to accounts receivable and interact with lessees.
6. Review returned acceptance documentations (Technical Acceptance) and lease amendments, extensions and termination of contracts as transactions occur.
7. Update and maintain maintenance reserve summary worksheets to track outstanding usage reports.
8. Review general postings to the MAS90 system (general ledger)

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**Education and Experience**

1. Minimum of an undergraduate degree in Accounting or related field.
2. 1-3 years in Accounts Receivable or Billing
3. Understanding of contract terms and conditions.
4. Effective verbal, listening and written communication skills
5. Billing system administrative and management skills a plus.
6. Ability to collaborate and work in a team.
7. Excellent organizational skills, including time management and prioritization of tasks
8. High degree of accuracy, attention to detail and confidentiality

**Travel**

Minimal

**Apply**

Attach resume and e-mail to [joinus@willislease.com](mailto:joinus@willislease.com). Please reference job title.