



Job Title: Sr. Accounts Receivable Contracts Analyst

Department: Accounting

FLSA Status: Exempt

Location: Coconut Creek, FL

Summary:

Processes billing and contract setup functions. This role will be supporting the Billing Specialist as well as the Accounts Receivable team by helping with contract setup and specialty billing. The Billing/Contracts analyst will also provide backup support to the accounting department, assisting in month end close processes.

Responsibilities:

- Generates complex lease rent and maintenance reserve billings as specified by customer contracts (Power by Hour, End of Lease, Billback Items, Maintenance True-Ups, and Ad Hoc Invoices).
- Ensure all invoices sent to customers represent valid charges arising from the lease agreement, that invoices are generated promptly and entered in the accounting system correctly.
- Review and setup new, amended, extended, and terminated contracts for billing and payment.
- Ability to read and understand contract terms as it relates to customer billing.
- Help maintain customer master account, including exemption certificates.
- Promptly addresses and responds to customer needs.
- Research and resolve billing disputes in a timely manner.
- Manage correspondence related to accounts receivable and interact with customers in a professional manner.
- Input utilization (aircraft engine usage) reports into leasing system to generate maintenance reserve billing.
- Update and maintain rent and maintenance reserve summary worksheets.



-
- Review general ledger postings for billing to the accounting system to ensure all billing has posted correctly.
 - Performs other duties as assigned.

Requirements:

- BS in accounting or finance preferred.
- Invoicing, contract setup, collections and cash application experience of 5+ years
- Understanding of contract terms and conditions.
- Knowledge or experience of the leasing industry preferred.
- Understanding and working knowledge of accounting systems.
- Solid Microsoft Excel (VLOOKUP-PIVOT-SUMIF), MS Word, and electronic email skills are required.
- Must be highly organized and have excellent attention to detail, as well as flexibility and a willingness to take on a variety of tasks.
- Self-starter with excellent verbal and written communication skills with the ability to work independently.
- Billing system administrative and management skills.
- Ability to collaborate and work in a team.
- Excellent communication and record keeping skills required.

Travel/Misc.:

- None