



Karins and Associates

Engineering • Planning • Surveying

Newark, DE | Georgetown, DE | Bryn Mawr, PA | Exton, PA | Forest Hill, MD

17 Polly Drummond Center, Suite 201, Newark, DE 19711

Phone: (302) 369-2900 Fax (302) 369-2975

Billing Specialist

Job description

Karins and Associates is seeking a full-time Billing Specialist. Complete general bookkeeping duties, including Invoicing, Accounts receivable and benefits monitoring.

RESPONSIBILITIES

- Prepare invoices in Deltek accounting system and collaborate with project managers in assessing the financial health of their projects.
- Follow up with AR and work on collections.
- Back up for AP and Print checks weekly
- Make deposits and record all cash receipts in Deltek
- Work with outside CPA firm for financial reporting and tax data
- Work on ad-hoc projects as needed
- Obtain necessary tax forms and insurance forms from new vendors, provide necessary tax forms and insurance forms to clients as needed
- Reconcile General ledger accounts as needed like intercompany and payables.
- Work with the HR and Director of Finance.
- Reconcile benefit statements with payroll monthly
- Work with HR on benefits as it relates to payroll
- Maintain an organized and streamlined accounting system
- Provide administrative support to principals and marketing department as required

QUALIFICATIONS AND REQUIREMENTS

Experience using Deltek vision in a Civil Engineering firm, Adobe, and Excel.

Proactive, positive, self-starter, excellent communication skills.

PREFERRED JOB SKILLS

Proficient with Microsoft word and Excel.

ABOUT KARINS AND ASSOCIATES

Karins and Associates is an award winning, client-focused firm that goes beyond traditional design and planning. For more than 48 years, we have provided exceptional value to our clients in civil engineering and land surveying services and proudly serve our diverse clients from three states and five office locations.

Karins offers services including subdivision/land development, surveying and 3D laser scanning, stormwater management/water resources, utility planning and engineering, transportation and traffic engineering, certified construction review, and construction permitting.

Our mission is to transform ideas into successful projects with superior customer service and advanced technological solutions to our clients. We place the highest importance on our vision by creating “Better Communities Through Better Engineering.” We deliver extraordinary projects that come alive in the communities that we serve.

Our corporate headquarters is in Newark, Delaware, with additional locations in Georgetown, DE, Bryn Mawr and Exton, PA, and Forest Hill, MD.

Equal Opportunity Employer

Job Type: Full-time

Pay: Salary commensurate with experience.

Supplemental Pay: Attractive Sign-On bonus offered to direct applicants