

Billing Coordinator – Kitchener Office

Teamwork has brought GSP Group to a recent major milestone of celebrating 25 years providing community planning, urban design and landscape architecture services throughout southwestern Ontario. From our offices in downtown Kitchener and Hamilton, we are an employee-owned firm serving both the private and public sectors on a wide range of projects. We are looking for a Billing Coordinator to join our Kitchener office.

As a **Billing Coordinator**, you will:

- Report to the Accounting Manager
- Set up and manage new proposals, projects, and budgets
- Set up and manage billing rate tables
- Manage subconsultant invoices
- Work directly with Project Managers to prepare draft and final invoices
- Perform other administration responsibilities as assigned

Skills and knowledge required for this opportunity include:

- 5+ years experience in Billing Administration (Time & Expense, Fixed Fee and % Complete contracts)
- Experience with Deltek - Ajera (Software) or similar A&E software will be an asset
- Experience working in a Planning & Landscape Architecture consultancy or other professional services firm will be an asset
- The ability to problem solve and interpret customer purchase orders
- Good working knowledge of Excel
- Good working knowledge of accounting principles
- Strong attention to detail and analytical skills
- Ability to prioritize and meet deadlines

GSP Group is a great place to work among a dynamic team of professionals committed to creating great places. We offer competitive salaries and benefits.

Qualified applicants are invited to send a cover letter and resume in confidence to mhamilton@gspgroup.ca. We would like to hear from you as soon as possible, and no later than **October 31, 2021**.

We thank all those who submit applications however only those candidates selected for an interview will be contacted.