

Title: Billing Associate

Location: Leawood, KS

Job Description: **JOB SUMMARY**

Creative Planning's **Billing Associate** works under the Director of Billing. The Associate's primary responsibility is to assist with the preparation and processing of quarterly fee billing.

JOB DUTIES

- Ensure accurate billing by comparing client agreements to the billing system
- Verify proper account setups to guarantee correct billing
- Assist in performing billing reviews across several teams
- Provide reports for various team members
- Help ensure accuracy of client information
- Assist in maintaining the household aggregation is up to date
- Facilitate fee excluded asset and schedule change requests
- Reconcile account data between billing system and multiple custodians
- Update billing management software daily
- Provide solutions to any relative problems
- All other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree
- Prior experience with data management
- Advanced knowledge of Microsoft Excel
- High degree of attention to detail and trustworthiness

TECHNICAL SKILLS

- MS Office 2013/Windows 8 experience preferred
- Orion experience preferred or other software equivalent