



Title: **Senior Internal Accounting Specialist – Revenue**

Location: Any Location/Hybrid/Remote

### **JOB SUMMARY**

Our **Senior Internal Accounting Specialist – Revenue** will support revenue operations, billing processes, and accounts receivable management. This role will be responsible for ensuring accurate billing setup, timely invoicing, and compliance with GAAP revenue recognition principles. The **Senior Internal Accounting Specialist – Revenue** will partner closely with advisors and internal finance teams to support contract billing structures, maintain revenue systems, and contribute to efficient and scalable revenue operations.

### **JOB DUTIES**

- Manage billing setup and contract configurations within NetSuite Subscription Billing to ensure accurate invoicing and revenue recognition.
- Review client agreements and confirm billing parameters, contract terms, and revenue treatment.
- Process and manage accounts receivable invoices, including client-facing invoices and system-generated auto-payment invoices.
- Monitor A/R balances and assist with collections efforts, working with advisors and clients to resolve billing discrepancies.
- Support month-end close activities, including revenue accruals, reconciliations, and reporting.
- Prepare revenue reports, variance analysis, and ad hoc financial analysis to support leadership decision-making.
- Maintain supporting databases and tools used for asset value-based billing calculations.
- Implement and maintain data validation and internal controls to ensure revenue accuracy and completeness.
- Manage billing and revenue workflows through Monday.com to ensure timely task completion.
- Respond to advisor inquiries and provide documentation to support billing and collection activities.
- Provide guidance and training to A/R team members on billing systems and revenue processes.
- Identify opportunities to improve revenue processes, automation, and operational efficiency.

### **REQUIRED EXPERIENCE / QUALIFICATIONS**

- Bachelor's degree in Accounting, Finance, or a related field.
- 4-7+ years of experience in revenue accounting, billing operations, or accounts receivable.
- Working knowledge of GAAP revenue recognition principles.
- Experience with NetSuite Subscription Billing or similar ERP systems; preferred.

- Experience with workflow tools (e.g., Monday.com) and database tools (e.g., Microsoft Access) is a plus.
- Strong analytical and problem-solving skills with high attention to detail.
- Excellent communication skills with the ability to collaborate across finance and business teams.

**TECHNICAL SKILLS**

- Microsoft Office (Outlook, Word, Teams, Zoom, Excel)
- Oracle NetSuite
- Monday.com
- Microsoft Access – Database
- Salesforce