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**JOB POSTING**  
February 2017

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**JOB TITLE**

Billing Analyst / Account Receivable

**JOB SUMMARY**

This role is responsible for, but not limited to, the client invoicing and collections processes for Patrick Henry Creative Promotions.

**REPORTS TO**

- Supervisor, A/R & A/P

**LOCATION**

- Houston, Texas (Galleria Area)

**FLSA STATUS**

- Exempt

**ESSENTIAL JOB FUNCTIONS**

- Generate invoices on daily basis as required using Function Point and Quick Books interchangeably
- Generate invoices for retainers, principally for projects, but also for some Retailers and Suppliers Budgets
- Process invoice adjustments and revisions upon request
- Monitor and report past due receivables, update status and assist Account Executives in collection
- Update and reconcile all collection activity
- Research unpaid, past due invoices and estimates that have not received a purchase order number
- Investigate and resolve customer inquiries in a timely manner
- Process and send monthly account statements
- Research invoices issued as requested
- Support other accounting department personnel in researching issues related to accounts receivable and cash receipts
- Process credit card payments by Suppliers using their own national account credit cards

- Assist other accounting department staff with month-end, quarter-end and year-end closes
- Carries out other duties as assigned
- Acts as a team member with all employees of PHCP staff
- Complies with all PHCP policies and procedures

## **MINIMUM REQUIREMENTS**

- Associates or Bachelor's degree in accounting and/or finance preferred
- Heavy MS Excel & Outlook experience preferred
- Experience with QuickBooks Enterprise preferred
- Minimum five years accounts payable experience required

## **ESSENTIAL PHYSICAL ABILITIES**

- Ability to communicate effectively, both written and verbally
- Self-starter, critical thinker, ability to think outside the box and adapts to change well
- Ability to handle multiple assignments on a timely basis with a high degree of accuracy
- Ability to meet highest attendance requirements
- Ability to use personal computer, calculator, etc.
- Could involve some lifting

## **DISCLAIMER**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Submit resumes to: Yvonne Veliz, Director, Human Resources,  
1177 West Loop South, Suite 800, Houston, TX 77027

Patrick Henry Creative Promotions is an equal opportunity employer.

[www.phcp.com](http://www.phcp.com)