



Billing Manager

Location: New York

Fiera Capital Inc. is the U.S. division of Fiera Capital Corporation, a leading North American independent investment manager with over \$85 billion in assets under management as of September 30, 2016. Fiera Capital offers thoughtful investment solutions for high net worth individuals and institutions. The U.S. division currently manages approximately \$18.7 billion in assets across a spectrum of traditional, nontraditional, and bespoke investment strategies. To learn more about the company, please visit: www.fierausa.com.

Fiera Capital Inc. is indirectly wholly-owned by Fiera Capital Corporation, which is listed on the Toronto Stock Exchange.

POSITION SUMMARY

Reporting to the Director, the Billing Manager will be responsible for the firm's invoicing and collection activities. As the main point of contact for billing issues, you will liaise with different internal teams to resolve issues and improve processes to optimize controls and efficiency.

KEY RESPONSIBILITIES

Key priorities for this role would include focus on the following:

- Prepare management fee invoices and ensure accuracy of calculations
- Analyze and explain discrepancies and irregularities in the preparation of invoices
- Create the client profile and the scale of management fees in the invoicing system
- Prepare journal entries for management fees
- Analyze the accounts receivable sub-ledger and ensure that the collection is made on a timely basis
- Perform updates in the ACCPAC accounting system
- Work with other team members and act as a resource person for files under your responsibility
- Participate actively in the integration process

SPECIALIZED SKILLS AND EXPERIENCE

- Bachelor's degree in Accounting or relevant field
- Minimum of five (5) years of relevant experience in fee invoicing in a service business
- Previous experience in financial industry or investment management firm is an asset
- Team player and leadership skills
- Analytical skills and attention to detail essential
- Highly customer-service oriented
- Strong ability to learn and adapt, able to integrate and work in a demanding and evolving organizational context
- Good communication and interpersonal skills
- Advanced knowledge of Excel intermediate functions (SearchV, pivot tables, SUMIF, etc.)
- Knowledge of ACCPAC accounting system, is an asset

Those interested in this position may send their resume to careersUS@fieracapital.com. Please note only qualified applicants will be contacted. Fiera Capital is an Equal Opportunity Employer committed to inclusion and diversity.