



Digital Bridge Job Description

Job Title:	Accounts Receivable and Documents Specialist	Date:	03/12/2017
Department:	Finance	Location:	Boca Raton
Reports To:	Vice President, Finance	FLSA Status:	Exempt

Summary:

The Accounts Receivable (AR) and Documents Specialist will be responsible for billing and collecting payments and organizing legal agreements and documents from the Company's investors. The AR Specialist will be responsible for analyzing, researching, resolving issues and variances arising from nonpayment, short payment or cash application issues. The Specialist will also communicate and interface with the Company's investors on a routine basis. Great dynamic and fast-growing investment management company.

Job Functions:

1. Coordinate all aspects of billings and collections.
2. Review, edit and processes billing, including fees and investor capital calls.
3. Perform various reconciliations and monitoring adjustments to ensure final invoice to clients are accurate.
4. Provide customer service regarding collection issues, resolve client discrepancies and short payments.
5. Manage, organize and maintain investor documents into a well-organized document filing system
6. Scan and index investor documents into electronic database.
7. Assist with the completion of documents supporting new investment transactions
8. Identify, recommend and initiate process improvements and enhancements
9. Analyze to see patterns of weakness or exposure to error, diagnose the issues, design & implement process improvements to address weaknesses or other opportunities
10. Collaborate closely with other accounting team members, and other company departments.
11. Collaborate on ad-hoc or recurring project teams to prepare various analyses for enhancement of the business
12. Other projects and duties as assigned.

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Candidate must have the flexibility to work additional hours, including weekends.



Qualifications and Experience:

1. Bachelor's degree in Accounting or Finance or related experience.
2. At least four years of Accounts Receivables experience
3. Experience with Quickbooks and Microsoft Dynamic AX and XPert Billing systems is highly preferred
4. Mastery of the MS Office Professional suite, particularly Excel, required
5. Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively and to work with internal and external customers.
6. Prefer real estate experience, investment management or other high volume recurring revenue contractual business
7. Ability to work in fast-paced, high-growth changing environment
 - o Ability to balance need for discipline with flexibility
 - o Ability to identify "what matters" or makes a difference
8. Team-oriented, and self-motivated, inquisitive and ability to work independently
9. Interest & knowledge of how overall business works – operations, financing etc.
10. Analytical and critical thinking skills

Digital Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Digital Bridge is an Equal Employment Opportunity Employer M/F/D/V.

Digital Bridge is dedicated to long-term value creation through active management of portfolio companies and strong alignment with our investor partners. Digital Bridge owns interests in a broad range of mobile and cloud infrastructure businesses.