

Underwriting Billing Administrator



Reports To

Director of Underwriting

Job Overview

Supports the financial and administrative operations of WAMC's Underwriting department through billing administration, accounts receivable management, financial reporting, and cross-functional coordination with business office staff, account executives, and external clients.

Responsibilities and Duties

- Manage the full monthly billing cycle for underwriting accounts, ensuring timely, accurate invoicing and payment processing.
- Primary point of contact for business clients and Account Executives, providing guidance on billing procedures, payment status, account discrepancies, and policy interpretation.
- Investigate, troubleshoot, and resolve billing and accounts receivable issues by collaborating with sales and office staff, clients, and business office.
- Prepare and maintain accounts receivable reports, aging reports, payment tracking, and other financial documentation to support the Controller's reporting and decision making.
- Track receivables and manage overdue accounts per collections procedures, communicating with clients in a way that preserves the business relationship.
- Track underwriting sales activity and maintain commission and bonus reporting spreadsheets with a high level of accuracy.
- Support financial reporting, reconciliation, audits, and month-end processes through detailed documentation and data verification.
- Collaborate with Controller and business office to identify, investigate, and resolve accounting discrepancies and process improvement opportunities.
- This role may require additional responsibilities as business needs evolve.

Qualifications

- Strong organizational skills with the ability to manage multiple priorities and meet recurring monthly deadlines.
- Ability to analyze billing discrepancies, identify solutions, and resolve issues collaboratively across departments.
- Proficiency with Microsoft Office, including advanced use of Excel for tracking, reporting, and data management.
- Strong written and verbal communication skills, with experience serving as a primary point of contact for business clients and internal stakeholders.
- Ability to learn and effectively utilize financial and customer relationship management software, including Marketron, Sage/Fairway, Sharebuilders and DocuSign
- Associate's degree in Business Administration, Accounting, Finance, or a related field preferred; equivalent combination of education and relevant experience considered.