



# DB AVIATION

LUXURY IN MOTION

## BILLING COORDINATOR

FULL-TIME MONDAY THROUGH FRIDAY

**LOCATION:** Waukegan, Illinois

**DEPARTMENT:** Accounting

**REPORTS TO:** Billing Manager

Competitive salary and excellent benefits, including 401(k) with company match. We are located at the Waukegan, IL Airport (easy commute from Chicago or SE Wisconsin).

For confidential consideration, please submit resume to Human Resources by emailing to [employment@dbaviation.com](mailto:employment@dbaviation.com), faxing to 847.336.6584, or mailing to ATTN: Human Resources, DB Aviation, 3550 N. McAree Road, Waukegan, IL 60087.

No phone calls, please. Only qualified applicants need apply.

To learn more about DB Aviation, Inc. please visit us on our web-site at [www.dbaviation.com](http://www.dbaviation.com).

### POSITION SUMMARY

This position is responsible for the timely and accurate billing of charter and owner trips. This position is also responsible for the monthly billing of rents, will assist other members of the accounting department, and will perform special projects as assigned.

### PRIMARY RESPONSIBILITIES

**Charter and Owner Trip Billing** – This position will assume the following responsibilities for the processing of owner and charter billing:

- **Review Trip Documents** – Review all trip related documents, including expense reports, aircraft expenses, and manifest for completeness and accuracy.
- **Process Trip Expenses** – Record expense reports, aircraft expenses, and other trip related expenses into Accounts Payable in Great Plains database. Forward the documents to Accounts Payable Department for payment.
- **Bill Trip Expenses** – Bill trip related expenses to appropriate party, either the aircraft owner or charter customer.
- **Bill Charter Revenue to Customers** – Bill customers, both external and owner related, at prescribed contract rates.
- **Calculate Aircraft Owner Charter Revenue Share** – Allocate charter revenue to aircraft owner, based on trip information and at prescribed contract rates.

## OTHER RESPONSIBILITIES

- **Owner Statement Preparation** – Prepare monthly owner statement, summarizing all aircraft revenue and expense activity for the month.
- **Monthly Real Estate Rental Billing** – Maintain and update the tenant information in Great Plains for new tenants, rent escalations and other changes, and accurately bill the tenants monthly on a timely basis.
- **Cross-train on other Accounting Functions** – Provide back-up support for other accounting functions such as A/R, A/P, and Avfuel processing.
- **Special Projects** – Assist the Billing Manager or CFO on special projects as assigned. These could include, but not be limited to, account reconciliations, data gathering, and data input.

## QUALIFICATIONS/REQUIREMENTS

- High school education or equivalent required. Minimum attainment of Associates degree, highly desirable.
- At least two years' previous billing/invoicing experience or other applicable work performed within an accounting or billing department.
- Good mathematical and analytical skills required. Must be detail-oriented and committed to producing an accurate work product.
- Must have proven computer and general office skills (i.e., typing, use of calculator, familiarity with Microsoft Excel, Word and Outlook). Experience using databases with accounting applications (Great Plains experience highly desirable) and intermediate level proficiency in the use of Excel software is critical.
- Exceptional customer service skills, polished telephone manners, and proper command of the English language required. Must possess good written and verbal communication skills.
- A “can-do” attitude, strong interpersonal skills and the ability to work well alone and as part of a team are critical to success in this position. Maintaining a constant, pleasant demeanor is key as this position interfaces heavily with customers and other DB Aviation departments.
- Must possess good problem-solving skills and judgment capabilities as well as the ability to work well under pressure, juggle tasks and appreciate deadlines.
- While the need to work longer than normal work days and/or weekends is rare, the candidate must be willing to do so during peak periods, upon manager request. This will typically be a department-wide initiative with advance notice.
- Willingness to learn and adapt to new responsibilities.

