Position Title: Senior Advisory Billing Specialist
Department: CreativeOne Wealth
Reports To: Advisory Billing Manager
Status: Full Time/Exempt
Location: Overland Park, KS

Position Summary

The Senior Advisory Billing Specialist is responsible for processing billing for advisory services provided to clients. This position will ensure timely and accurate processing of monthly and quarterly billing cycles and assist with other billing functions. This position will report to the Advisory Billing Manager. The ideal candidate will have a strong understanding of financial transactions, excellent analytical skills, and the ability to communicate effectively with advisors and internal team members.

Duties and Responsibilities include, but not limited to:

- Conduct month-end and quarter-end client fee billing for investment advisory and investment management arrangements through the RIA Platform across multiple custodians.
- Responsible for specific billing runs; including custodian uploads, fee billing analysis, adjustment billing, etc.
- Provide communication and support to advisors.
- Troubleshoot issues resulting from advisor inquiries on client billing.
- Process ad hoc intra-period billing as needed.
- Responsible for data entry, processing, data validation, ad-hoc internal audits and transaction reporting.
- Work with custodians as well as internal Operations/Client Service departments to resolve any rejections and exceptions.
- Compile and prepare routine monthly and quarterly reports, summaries, and other reporting needs.
- Coordinate with the compliance department to support compliance testing of advisory fees.
- Special projects as needed.

Qualifications

- Two to four years of relevant, hands-on Registered Investment Advisor (RIA) fee billing experience.
- High proficiency with MS Excel is required.
- Excellent organizational and time management skills with the ability to independently prioritize daily workload while meeting deadlines.
- Accuracy and attention to detail with a strong sense of accountability, ownership, and excellent follow-up.
- Uphold a strict level of discretion and confidentiality of all financial information and client data.
- Strong verbal and written and communication skills.
- Excellent interpersonal skills to build strong relationships with colleagues and foster a culture of collaboration and recognition.
- Must be team-oriented, enjoy working with people, and be proactive, flexible, and have the ability to work independently and accurately in a fast-paced environment.

Our Core Values

- *Provide Unreasonably Excellent Service*
- *Love What We Do*
- *Act with Integrity*
- *Collaborate Courageously*
- *Evolve with Purpose*

Preferred Qualifications/Experience

- 4+ years in investment operations experience with at least 2 years of experience in advisory billing.
- Experience with Charles Schwab, Fidelity, and Pershing institutional platforms.
- Bachelor's degree preferred.

- Series 65 and/or Series 7 preferred.
- Must be able to pass a background check as well as a credit check.

****

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.