

Segall Bryant & Hamill is an independent investment firm based in Chicago, Illinois with offices in Denver, CO; St. Louis, MO; Philadelphia, PA; and Naples, FL. Since our founding in 1994, we have grown to approximately \$20.0 billion in assets under management as of September 30, 2019. We provide fee-based investment management of equity, fixed income, alternative and asset allocation portfolios. Our growing client list includes high net worth individuals and families, endowments, foundations, corporations, hospitals, public funds and multi-employer plans across the country.

Segall Bryant and Hamill is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, sex, gender, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Job Title: Billing Analyst

Category: Investment Operations

Employment Type: Full Time

Location: Chicago, IL

Compensation: Commensurate with experience

SBH seeks a Billing Specialist to join our Operations team. The qualified candidate will work with the Operations team and will support the activities of our finance group, portfolio managers and client service administrators.

The primary focus of this position is client billing and fee calculation, maintenance of data in the billing system and receipt of cash payments. Additional responsibilities will be to develop operational skills that will assist other co-workers with volume overflow and coverage during absences. This position reports to the Director of Operations and has no direct reports.

GENERAL RESPONSIBILITIES

- Setup and maintain client fee schedules in Revenue Center (billing system) for new and existing accounts/relationships.
- Generate and review all quarterly client fees for accuracy
- Create and distribute preliminary client fee reports for quarter over quarter analysis by portfolio managers and the finance team
- Monitor and process all special billing requests for pro-rated time periods, fee adjustments, new and terminated portfolios in addition to any approved one-off requests
- Research and resolve any billing exceptions or questions
- Assist with internal and external audit requests as needed
- Monitor and process daily requests received from the front office
- Responsible for processing daily deposits to bank and posting within Revenue Center
- Interacts with Client Service teams to follow-up on past due client invoices
- Assist in trade settlement operations
- Assist with processing daily requests received from the front office
- Assist with the processing of voluntary corporate actions.
- Perform some daily account reconciliation activities as needed
- Create and maintain up to date procedures for all responsibilities.

QUALIFICATIONS

- Bachelor's degree, preferably Accounting or Finance
- 1-3 years of back-office operations experience or equivalent
- Ability to communicate clearly, both written & orally
- Strong attention to detail and a high level of accuracy
- Strong organizational and time-management skills
- Ability to operate independently and under pressure
- Ability to prioritize and organize multiple tasks
- Strong aptitude for numbers and problem-solving skills

- Ability to deal discreetly with confidential information
- Team player
- Proficiency in Microsoft Excel preferred- intermediate level
- Experience with Advent Portfolio Management software (AXYS/APX, MOXY, Revenue Center), preferred.

- Apply via the SBH Career Center to [Billing Analyst](#)

All submissions must include a resume, cover letter and salary expectation
Company website: www.sbhic.com

