

## Senior Accountant – Billing & Operations

Ancora is seeking a highly organized accounting professional to join the finance team in a role that combines operational accounting, client billing, receivables, and quarter-close execution. This position is critical to the firm's ability to invoice accurately, collect fees timely, support multiple business lines, and deliver reliable financial data to leadership. The ideal candidate has a strong accounting foundation, is comfortable working in a deadline-driven environment, and takes ownership of recurring processes from start to finish.

### Location

This position is located at Ancora's Cleveland (Mayfield Heights), Ohio, office.

### Duties & Responsibilities

- › Own the billing process for designated business lines from start to finish, including quarterly invoice preparation, internal review coordination, finalization, and fee pull execution.
- › Calculate and compile quarterly invoices for a large-volume account base with a high degree of accuracy, control, and follow-through.
- › Coordinate with relationship managers, operations teams, and other internal stakeholders to obtain approvals, resolve billing questions, and ensure invoices reflect approved terms and accommodations.
- › Manage weekly cash receipt application and related reconciliations.
- › Maintain visibility into open receivables and support a consistent collections follow-up process, including documentation of status, outreach, and next steps.
- › Reconcile management fee receipts received through custodial fee pulls, ACH, and check payments to billing data and source systems.
- › Prepare journal entries for accruals, adjustments, and other month-end close activities.
- › Support accounting and reporting activities across multiple business lines.
- › Coordinate quarterly SOX control reporting and documentation.
- › Prepare and compile data for quarterly payout files across multiple business lines and support the payout process through accurate calculation and coordination.
- › Assist with budgeting, forecasting, reporting support, and other special projects as assigned.
- › Identify opportunities to improve efficiency, strengthen controls, and reduce manual work in billing, receivables, and recurring accounting processes.

### Qualifications

- › Bachelor's degree in accounting, finance, or related field.
- › Minimum 3+ years of relevant accounting, billing, and/or operational finance experience.
- › Financial services, wealth management, RIA, broker-dealer, or asset management experience strongly preferred.
- › Experience with operational accounting, receivables, billing, and recurring close processes preferred.
- › Experience with GAAP, internal controls, and process documentation preferred.

- › Strong Excel and overall Microsoft Office skills; able to work confidently with detailed data and recurring reconciliations.
- › Strong verbal and written communication skills, with the ability to collaborate across all levels of the organization
- › High degree of organization, accuracy, and attention to detail
- › Ability to multi-task and manage priorities in a fast-paced environment
- › Effective problem-solving, time management, and project management skills
- › Strong work ethic, with the ability to work independently and follow procedures
- › Personable, approachable, and positive attitude in delivering service excellence

## Benefits

Ancora offers a competitive salary and excellent benefit package with a culture of teamwork and recognition.

## About Ancora

Ancora is client-focused and growth-oriented investment and financial advisory firm based in Cleveland, Ohio. The Firm is recognized for providing investment advisory, money management, insurance and retirement plan advisory services to individuals and institutions. Ancora promotes a friendly, family-oriented work environment and encourages our employees to strive for personal and professional growth with the highest level of integrity.

*Ancora is an Equal Opportunity Employer*

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, protected veteran status, disability, or any other basis protected by applicable law.

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