

Billing & Revenue Operations Accountant

Ancora is seeking a highly organized billing and revenue operations professional to own the firm's quarterly billing and receivables process from start to finish. This role is central to the firm's ability to invoice accurately, collect fees on time, and deliver reliable revenue data across multiple business lines — with a supporting set of accounting responsibilities tied to month-end close. The ideal candidate has run a high-volume billing or receivables process, brings solid accounting fundamentals, thrives in a deadline-driven, recurring-cycle environment, and takes genuine ownership of the processes they manage.

Location

This position is located at Ancora's Cleveland (Mayfield Heights), Ohio, office. No remote option.

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, high-volume account base with a high degree of accuracy, control, and follow-through.
- › Manage weekly cash receipt application and related reconciliations.
- › Reconcile management fee receipts received through custodial fee pulls, ACH, and check payments to billing data and source systems.
- › Maintain visibility into open receivables and own a consistent collections follow-up process, including documentation of status, outreach, and next steps.
- › Coordinate with relationship managers, operations teams, and other internal stakeholders to obtain approvals, resolve billing questions, and ensure invoices reflect approved terms and accommodations.
- › Prepare and compile data for quarterly payout files across multiple business lines and support the payout process through accurate calculation and coordination.
- › 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.
- › 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 a related field.
- › 3+ years of relevant experience in billing, accounts receivable, revenue operations, or operational accounting.

- › Hands-on experience owning a high-volume billing and/or receivables process, ideally in a deadline-driven, recurring-cycle environment.
- › Solid accounting fundamentals — comfortable with journal entries, reconciliations, and supporting month-end close — with working knowledge of GAAP, internal controls, and process documentation.
- › Experience in financial services, wealth management, RIA, broker-dealer, or asset management is a plus, though not required; a strong billing or operations professional from any industry can get up to speed quickly.
- › 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 multitask 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 a 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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