



Billing Administrator/Project Manager

Kelly Roach International

Kelly Roach International is seeking to add its next superstar to our rapidly growing team! This individual will work directly with our CEO on highly confidential and critical level reporting, analysis and documentation from a financial, legal and organizations perspective.. Candidate must be able to travel to CEOs house or local West Chester, PA office several times per week.

Candidates must be strong in time management, project management and reporting, analysis and written and verbal communication. Superior attention to detail a must.

Responsibilities Include:

- Manage track and follow up on missed client payments, secure updates and document properly
- Create, update and maintain internal reporting and documentation around budget, expenses, commissions, etc.
- Ensure projected revenue is achieved through accurate payment tracking and follow-up
- Invoice adjustments updates and reporting
- Managing schedule and booking appts for CEO personal and professional
- Communicating on behalf of CEO
- Booking travel flights hotels cars etc
- Vendor research calls and negotiations
- Internal project management, coordination and follow through to completion
- Gathering and confirming proper commission for team
- Set up, management, filing all internal employee paperwork, legal docs and employment information
- Miscellaneous administrative projects that come up day to day

Requirements of the Position:

- Must have extreme attention to detail
- Experience reporting to a high level executive or CEO
- Experience in finance, and or some type of compliance/operational or reporting role
- Excellent attention to detail
- Highly professional written and verbal communication
- High sense of urgency
- Ability to travel to West Chester, PA daily

About Kelly Roach International

Kelly Roach is known as THE BUSINESS CATALYST, helping elite business owners become game changers in their field and achieve million dollar + breakthroughs in their business.



As a former Fortune 500 executive who built and led record-breaking teams in 17 locations around the US, Kelly's programs and consulting encompass billion dollar corporate strategies combined with the speed and agility of the most powerful online strategies of today.

Kelly is a featured expert on ABC, NBC, Good Day, the CW and in some of the world's leading publications such as Inc. and Forbes where she shares the principles of her best-selling books and top podcast, Unstoppable Success Radio.

Kelly is committed to ongoing philanthropic work to bring clean drinking water to those who do not have access and is the co-founder of Give Her Courage, a movement to instill courage and confidence in the girls of our future from the start.