

Billing Control Manager - Sr. Associate - Americas IB

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Company: JPMorgan Chase & Co.

Location: Argentina

Category: other-general

The Billing Control function provides support to the Product Controllers and Bankers in Americas to ensure that Fees and Expenses associated to M&A, ECM and DCM transactions are timely managed and collected from our clients, monitoring existing open items, and producing managerial reporting on evolution of collectible expenses on ongoing and closed transactions.

Duties and Responsibilities:

Support NA and LatAM ICB Billing Controller by providing relevant and timely analysis and follow up of Mergers and Acquisitions, Equity Capital Markets and Debit Capital Markets projects' expense management.

Collaborate with bankers, clients, business heads and business managers across ICB on internal and external deliverables.

Collaborate with product controllers and financial controllers, regarding necessary accounting adjustments and project's support documentation.

Work on a variety of initiatives supporting Billing Controllers' regional and global agendas, including continued build-out of MIS and system enhancements.

Prepare regular and ad-hoc reports, including variance and ageing analysis of billed and unbilled items.

Build subject expertise, both on local and global processes, to enable active participation on regional and global meetings, as well as on maintaining a controlled environment.

Interact with internal and external clients on timely collecting invoices.

Qualifications

5+ years of professional experience

Previous experience with team management

Strong critical-thinking, professional maturity, personal integrity, strong work ethic, proactiveness and results-oriented, manage multiple tasks simultaneously.

Strong quantitative and analytic skills, Knowledgeable on finance and accounting, understanding of financial statements.

Teamwork and leadership skills. Able to establish trustful connections and promote safety and inclusive environment, advocating for culture of transparency, diverse, equality and respect for all.

Strong interpersonal, verbal and written communication skills

Self-governance, organization skills and attention to details.

Strong proficiency with Excel and PowerPoint required proficiency with PitchPro+ preferred.

Reporting and automation tools knowledge, such as Alteryx and Tableau is a plus.

Fluent Portuguese is a plus.

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