



<b>Job title</b>	<i>Billing Associate</i>
<b>Reports to</b>	<i>Billing Director</i>

### **Job purpose**

This position is responsible for collecting timely and accurate billing information to invoice clients and meet monthly goals. Works very closely with sales as well as clients to collect pricing or purchase orders.

### **Duties and responsibilities**

- Use spreadsheets and Measure to create billing templates
- Submit revision requests and additional purchase order requests as needed
- Communicate with sales when questions arise
- Provide accurate and comprehensive invoices for customers
- Balance work order labor and check for accuracy after work has been completed
- Balance daily totals for 1 week at a time on a rotating schedule
- Submit back charges to field services for approval

### **Qualifications**

Required Education & Experience:

- High School Diploma or GED, or one to 12 months of related experience or training, or equivalent combination of education and experience
- Previous experience using Microsoft Office and Outlook

Required Skills & Abilities:

- Ability to identify problems and make decisions based on the situation
- Ability to perform basic math, such as calculating percentages
- Excellent organizational skills and strong attention to detail
- Ability to work both independently and as a team
- Able to work under stress to meet deadlines
- Ability to focus at a computer workstation for extended periods of time

Preferred Qualifications:

- Experience using RFMS or Measure
- Previous billing experience
- Some knowledge about flooring/floor covering
- Some college with basic accounting courses

### **Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m.

### **Working conditions**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.