



Job title	<i>Billing Associate</i>
Reports to	<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.