

JOB DESCRIPTION

Job Title: Billing Specialist
In-house Alias: NA
Salary Range: Level
FLSA Status: Non-Exempt
EEO-1 Class: OC
Hours: M-F 8am-5pm, working additional hours as needed
Department: Accounting (3300)
Reports to: Controller
Modified: March 13, 2019

POSITION SUMMARY

The reason why this position exists is to provide accurate and condensed billing, a one stop shop if you will, for our Multifamily housing customers.

Operates data entry devices to input vendors' invoices into an electronic format for the purpose of billing and providing reports to our customers. As a Billing Specialist you will be responsible for invoicing customers with accuracy. Some customers have specialized billing needs requiring the use of Vendors' invoices and other sources to validate charges. This role will be instrumental in setting up a process for which our Vendors will send electronic files to be used to bill the customers in order to decrease the manual entering of data.

ESSENTIAL FUNCTIONS

- The ability to handle large amounts of invoices received daily from our vendors. The goal is to bill within a 48 hour period. Overtime may be required.
- Must be flexible as the work is determine by the amount of invoices that have been received
- The Billing Specialist must have the ability and attention to detail to research multiple sources of documents to ensure correct billing
- Must be able to work well with others both inside the company and outside
- Must have the desire to improve the process with the use of technology
- The position requires someone who is detailed orientated, organized and hardworking

INDEPENDENCE/AUTONOMY

Duties and activities are defined by specific instructions or guidelines. The timing of these duties is flexible. Must have the ability to carry out assignments with limited supervision except for unusual circumstances.

CONTACTS

Frequent contacts, within and outside of the Company. Requires tact, discretion, and working knowledge of Company procedures and policies

EDUCATION QUALIFICATIONS/REQUIREMENTS

High School diploma
Two or more years of billing

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work without direct supervision, solve problems and to make appropriate decisions.
- Ability to work with a diverse population.
- Ability to process tasks with accuracy.
- Ability to perform multiple tasks simultaneously.
- Ability to repeat the same set of tasks and maintain excellent attention to detail
- Computer literate, with proficiency in Microsoft Word and Excel.
- Experience with corporate accounting software
- Excellent interpersonal, written and verbal communication skills.
- Excellent organizational and time management skills, to include excellent follow up

KEY METRICS

- Accurately code and process +/- 40,000 invoices per year , ~100 invoices per day

CERTIFICATIONS, LICENSES AND REGISTRATIONS

Not applicable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

SEDENTARY – Exerts up to 10 lbs. of force to lift, carry, push, pull, or otherwise move objects. Sitting most of the time, but may involve walking or standing for brief periods of time.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.