



Job title	<i>Billing Specialist</i>
Reports to	<i>Senior Accountant</i>

Job Purpose

The *Billing Specialist* is responsible for ensuring accurate and timely billing, monitoring customer accounts, and collecting payments in accordance with company terms. This role works closely with the sales team and field personnel to ensure job costs are captured and billed correctly. The ideal candidate is detail-oriented, organized, enjoys problem-solving, and is highly proficient in Excel and QuickBooks Online. This position also provides support to general office and accounting functions as needed.

Duties and Responsibilities

Duties and responsibilities include, but are not limited to:

- Accurately identify and bill job costs to customers
- Follow up on outstanding invoices according to established payment terms
- Communicate with customers via phone and email regarding billing questions and payment status
- Investigate and resolve payment discrepancies, coordinating with internal teams as necessary
- Record and post daily accounts receivable transactions in QuickBooks Online
- Reconcile the accounts receivable ledger to ensure accurate posting and account balances
- Assist with month-end close and periodic financial reporting
- Provide administrative support to the accounting and finance department as needed

Qualifications

Qualifications include:

- High school diploma or equivalent required
- Experience with QuickBooks Online required
- Prior bookkeeping or AR/accounting experience strongly preferred
- Experience with accrual-based accounting preferred
- Strong organizational skills and attention to detail
- Proficient in Microsoft Excel, Word, and Outlook
- Ability to work independently and collaboratively in a fast-paced environment
- Comfortable using 10-key and computer-based financial systems

Benefits

- Competitive salary based on experience
- Health, dental, life, and vision insurance
- Paid time off and holidays
- Supportive team environment
- Opportunity for growth within a stable, local company