



Billing Specialist

General Function

Provide accounting support for client invoicing and other administrative accounting tasks in support of the accounts receivable process.

Major Duties and Responsibilities:

- Assist in high volume invoicing
- Utilize client portals for invoice submissions
- Prepare and coordinate deposit activities
- Code and post receipt payments
- Monitor customer accounts for non-payment and delayed payments
- Provide excellent customer service skills in all forms of communication, phone calls, email and in person
- Prepare customer statements and accounts receivable reports

Minimum Required Qualifications:

- 2+ years of billing experience
- High School diploma
- Two years of professional accounting experience

Additional Desired Qualifications:

- Sage 100 experience
- College course work in accounting
- Previous experience working with client portals
- Railroad or transportation experience

Safety Commitment

Our policy is to ensure the safety of our employees, our customers and the communities we serve. In line with our commitment to safety, the applicant selected for this position may be required to successfully complete medical screenings and a background check.

The A&M does not discriminate in any employment practice and adheres to all applicable laws respecting equal employment opportunities and prevention of employee intimidation or harassment.