

Accounting & Billing Specialist

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other minor duties may be assigned.

- Processes and generates daily billing for customer deliveries.
- Creates invoices, accurately input data into accounting system, and post billing transactions.
- Generates and mails/emails customer invoices on a daily basis.
- Processes and reconciles account payable information and adjustments on a daily basis.
- Collects, maintains and reviews delivery documents.
- Works with various departments regarding dispute resolution of accounts.
- Researches and resolves customer issues.
- Reviews and maintains various billing reports.
- Ensures all billing transactions are accurate and current.
- Compiles, prepares and transmits daily price quotes for customers.
- Other tasks as assigned.

Education and Experience and Skills or Abilities Required

- Education: High School Diploma, college preferred.
- Experience: Minimum of one year of relevant work experience in billing, accounts receivable, other positions in accounting field.
- Must possess advanced computer skills in a MS Office/Windows environment, including a proficiency in date entry, ten-key, and MS Excel, MS Outlook & MS Word.
- Prior experience in trucking/transportation, a plus.
- Prior experience with PDI/Firestream beneficial.
- Strong ability to work well with people, under pressure and with stringent time restraints.
- Must have quick problem solving ability.
- Good organizational and multitasking skills and the ability to prioritize work and time.
- Requires good communication skills, both verbal and written.

Hours M-F 8 to 5 plus, overtime work is required 2-3 days per week.

Hourly pay rate based on experience.

Please e-mail resume to hr@allstarfuel.com