**Billing Specialist**

The Billing Specialist will increase operational efficiency and company profitability by billing customers accurately and on a timely basis. This position will also assist with other duties and tasks within the department as needed.

**Job Duties**

**Communication**

* **Proactively interfaces** between multiple internal and external business partners.
* **Organizes the communication -** Clarifies purpose and importance; stresses major points; follows a logical sequence.
* **Adjusts to the audience -** Frames message in line with customer experience, background, and expectations; uses terms, examples, and analogies that are meaningful to the audience.
* **Ensures understanding -** Seeks input from customers; checks understanding; presents message in different ways to enhance understanding.
* **Adheres to accepted conventions -** Uses syntax, pace, volume, diction, and mechanics for effective verbal and written communication.
* **Comprehends communication from others -** Attends to messages from others; listens intently, correctly interprets messages and responds appropriately.

**Contributing To Team Success**

* **Facilitates goal accomplishment -** Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
* **Involves others -** Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
* **Informs others on team -** Shares important or relevant information with the team.
* **Models commitment -** Adheres to the team’s expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.
* **Setting and Achieving Goals -** Establish S.M.A.R.T. goals in line with company goals and values. Implement action plans with timelines with deliverables and measure results.
* **Builds Relationships –** Learns value of relationships and views building relationships as a critical success tool.

**Managing Work**

* **Facilitates goal accomplishment -** Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
* **Involves others -** Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
* **Informs others on team -** Shares important or relevant information with the team.
* **Models commitment -** Adheres to the team’s expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.
* **Establishes S.M.A.R.T. goals** in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
* **Builds relationships -** Learns the value of relationships and views building relationships as a critical success tool.

**Planning And Organizing**

* **Facilitates goal accomplishment -** Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to help the team accomplish its goals.
* **Involves others -** Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.
* **Informs others on team -** Shares important or relevant information with the team.
* **Models commitment -** Adheres to the team’s expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.
* **Establishes S.M.A.R.T. goals** in line with company goals and values. Implements action plans with timelines with deliverables and measure results.
* **Builds relationships -** Learns the value of relationships and views building relationships as a critical success tool.

**Professional Knowledge And Skills**

* **Demonstrates** proficiency with Microsoft Outlook, Word, Excel, PowerPoint and other related software as assigned.
* **Understands** the distribution business, the product sold and the types of customers served (internal & external).
* **Knows** how and when to apply a technical skill or procedure.
* **Performs** complex tasks in area of company billing.
* **Demonstrates honesty and integrity** and keeps commitments.
* **Attentive -** Recognizes issues, problems, or opportunities and determines whether action is needed.

**Quality Orientation**

* **Follows procedures -** Accurately and carefully follows established procedures for completing work tasks.
* **Ensures high-quality output –** Oversees personal and team job processes, tasks, and work products to ensure freedom from errors, omissions, or defects.
* **Takes action -** Initiates action to correct quality problems and notifies others of quality issues as appropriate.

**Perform other duties as assigned. Adhere to the rules and regulations as set forth in the Employee Handbook.**

**Job Requirements**

* **Education:**
	+ High School Diploma or equivalent required
* **Experience:**
	+ 2 years of bookkeeping experience preferred
	+ Must have knowledge and experience with Microsoft Office