

# Billing Specialist – Solar Transport

Are you someone with strong analytical skills seeking an opportunity to provide support to and partner with all levels of an organization? Do you enjoy a role that requires a high attention to detail all while showcasing your knowledge of accounting, finance, and retail? Solar Transport is searching for a Billing Specialist that will provide support and administration of company-wide billing and invoicing programs. These efforts, in turn, support and impact the organization's overall Accounting initiatives and philosophy.

This position is responsible for maintaining and reviewing fuel delivery and billing programs. In this role, the associate will analyze data and make decisions for possible corrections. This position also verifies that all fuel deliveries are reconciled to the supplier invoice.

If you enjoy the opportunity to partner and communicate with all levels of an organization, while providing high-detail, analytical support in accounting initiatives, this could be the perfect opportunity for you!

## What you'll do

- Enter driver paperwork information into invoicing and imaging systems
- Coordinate with drivers and dispatch on billing needs
- Review delivery tickets and related billing information from drivers
- Audit fuel load delivery to ensure billing and accounting data

## What we're looking for

- Advanced Excel skills, proficiency with Microsoft Office Suite
- Experience in 10 Key
- Detail-orientation with high degree of accuracy
- Strong communication skills
- Ability to work independently as well as be a team player
- Ability to work in a high paced environment with multiple project deadlines
- Customer Service skills

## Other key requirements

- Associates Degree in Accounting/Business preferred
- 2-4 years of billing or related accounting experience required

## Leadership Competencies

- Communication: Delivers clear, effective communication and listens to others
- Conceptual/Systems Thinking: Recognizes patterns, trends, themes, and connections in information to develop innovative ideas and solutions
- Constructive Engagement: Expresses ideas and disagreements, constructively resolves conflict, and encourages others to do the same

- Customer Orientation: Meets the expectations and needs of internal and external customers
- Decision Making: Makes good decisions in a timely manner
- Empowerment: Takes initiative and solves problems
- Talent Development: Maximizes potential and improves overall performance
- Influence: Proactively builds relationships and influences others
- Analytical Thinking/Problem Solving: Accurately assesses problems and effectively and efficiently arrives at solutions
- Strategic Thinking: Understands the current state and is able to visualize the ideal state and how to achieve it

*Solar Transport is an Equal Opportunity Employer*