

# Accounts Receivable Billing Specialist

Transystems is looking for an Accounts Receivable (A/R) Billing Specialist to assume a key role on the company's accounting team. The A/R Billing Specialist will be responsible for processing customer invoicing for all revenue activity in an accurate and timely manner, including maintaining location specific rate tables and factors that are necessary for the billing process. This position is also responsible for providing revenue reporting to management and recording revenue transactions in the general ledger for financial reporting.

The A/R Billing Specialist reports to the Vice President of Accounting.

<b>Start Date:</b>	As soon as possible
<b>Hours Per Week:</b>	40+
<b>Starting Salary:</b>	TBD
<b>Travel:</b>	Limited
<b>Location:</b>	Great Falls, MT
<b>Benefits:</b>	Medical, dental, 401k match, long-term disability

## Duties

- Process customer billing for all company revenue activity
- Maintain billing rate tables and factors by location
- Create and maintain job codes specific to each haul route and job assignment
- Reconcile hauling and other activity at period ends, including a complex final reconciliation at season end
- Receive and apply customer payments
- Receive other payments and process entry in general ledger to record
- Process monthly closing journal entries for revenue
- Provide revenue and A/R reporting to management and other internal departments
- Assist in implementing process improvements throughout the accounting department to increase accuracy and efficiency

## Education and Experience Requirements

- Two years plus of A/R or other accounting experience
- Experience in organization with revenues greater than \$25 million
- Strong Microsoft Excel skills, experience in Microsoft Dynamics GP a plus
- Demonstrated ability to meet tight deadlines and adapt to a changing environment
- Demonstrated ability to work with a diverse group of people in various operating locations
- Demonstrated ability to produce high-quality work with minimal oversight
- The ideal candidate will be a self-starter with a strong capacity to prioritize and complete varied tasks in a timely manner
- Demonstrated ability to communicate effectively and professionally in writing or verbally
- The ideal candidate will possess strong problem-solving skills and attention to detail

**If interested, please submit resume to [leslie.simonson@transystemslc.com](mailto:leslie.simonson@transystemslc.com).**