

## Invoice Specialist

**Benefits:** Candidates on temporary assignment may qualify for our competitive benefits package which includes group health, life and disability insurance and voluntary benefits such as retirement savings and holiday pay.

**Salary range:** \$17.00 to \$24.00 hourly  
**Employment status:** Contract / Temporary to Hire

### Description

We are currently looking for Invoice Specialist for a Temp To Hire Role in Sacramento.

**Full Time:** 40 hours per week

**Schedule:** Monday to Friday 7am to 4pm

### Responsibilities:

- Provides administrative support with data entry, related to customer accounts
- Research internal and external questions regarding billing, payments, and customer account status.
- Process customer payments daily.
- Provide any documentation that the customer may be waiting on.
- Special projects as needed.
- Create Invoices for Billing
- Review and verify invoices
- Enter and upload invoices into system.

### Requirements

#### Required/Preferred Skills and Experience:

- 3-5 years of related work experience preferred.
- Must have strong organization, communication, and multi-tasking skills with an ability to prioritize tasks and work well in a fast-paced environment.
- Invoicing and receivables proficiency
- Ability to handle a high volume of workload with extremely strong attention to detail.
- Microsoft products (Word, Outlook, Excel)

This position will be filled by the end of the week so contact us immediately!

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**This Job Posting will expire in 10 days.**