

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 04/25/2024



94577

San Leandro, CA, 94577

Billing 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: \$22.00 to \$28.00 hourly
Employment status: Contract / Temporary

Description

Waste Management Company looking for a Billing Specialist who will:

- Process all aspects of billing for commercial and residential customers.
- Review and reconcile daily billing for commercial accounts.
- Process residential start service, stop service and service changes.
- Manage annual collection timeline for residential and commercial customers. Including customer calls, collection letters, account notation and lien process.
- Daily, weekly and monthly review of system reports to review for accuracy.
- Support AR Manager and AR Supervisor with departmental projects and reporting.
- Support customer service on customer calls regarding billing questions.
- And other duties as assigned.

Requirements

- 1 - 2 years billing experience
- Microsoft Excel Knowledge

Please call 510-270-4188 for expedited consideration

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