

Job Train - Menlo Park (5924)
To: Employment Counselor
Date: 05/07/2024



94403
Redwood City, CA, 94403

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: \$36.00 to \$39.00 hourly
Employment status: Contract / Temporary

Description

Robert Half Full Time Engagement Program is looking to hire a Billing Specialist on a permanent basis. This career option is a non-exempt position and offers benefits to include medical, dental, 401k, vacation, and bonus, incentive programs to add to your compensation.

Please send your resume and mention this job posting, must have a minimum of 1+ year experience with an Architecture, Engineering, or Construction employer.

Requirements

Our client is seeking a Billing Specialist with at least 1+ year of operational, billing experience at either a legal, architecture, engineering or construction company.

This Billing Specialist will be supporting the Billing Manager or Accounts Receivable Manager on a full-time basis,

- Support the Manager on a team of 4,
- Responsible for meeting the billing schedules at month-end close,
- Able to ensure that the invoices are coded to the proper project and the vendor, invoice number, amount are properly coded for approval for payment,
- Communicate effectively with Project Managers on any changes,
- Able to communicate to the Billing Manager on the exceptions that need to be resolved,
- Must be able to meet the deadlines outlined and meet for daily meetings,
- This Billing Specialist must be able to meet deadlines and communicate effectively regarding their accounts,

Education Bachelor's Degree in Accounting

Software: NetSuite, Oraclefusion or SAP are preferred

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Please contact Ernst & Young at 866-834-5115 with any questions. Thank you for your assistance.

This Job Posting will expire in 10 days.

