



Billing Specialist

Job Description

FLSA Status: Non-Exempt

Overview: The Billing Specialist will be primarily responsible for invoicing customers of all entities of Atlas Travel & Technology Group, Inc. ("ATTG"), including assisting other departments in their invoicing processes and acting in an audit capacity to confirm the accuracy of all manual billings.

This position reports to: Manager Financial Analysis

RESPONSIBILITIES

- Act as Super User for all billing-related issues in the Agresso accounting system
- Issue monthly invoices timely for Atlas Travel UK
- Calculate monthly charges for Atlas Travel US clients who are manually billed and issue the monthly invoices timely
- Issue ad-hoc invoices as requested/required
- Coordinate with Leisure and Meetings & Incentives divisions to ensure quality of invoicing and that invoices are properly processed in the accounting system
- Act as a consultant to all entities within the ATTG group on billing matters
- Assist with coding of cash payments relating to manual invoices
- Assist with contacting clients regarding past due accounts and invoices
- Generating and distributing weekly Client Statements
- Promptly responding to client inquiries
- Assist Manager Financial Analysis in month end closing
- Other duties as assigned by Manager Financial Analysis

SKILLS AND ABILITIES

- Excellent written and verbal communication skills
- Ability to communicate effectively both verbally and in writing with customers and employees in a professional manner
- Strong math skills
- Strong attention to detail
- Problem solving, critical thinking skills,
- Must have excellent demonstrated interpersonal skills,
- Must be detailed oriented, great with organization
- Communication and customer service skills
- Ability to multi task

QUALITIES

- Problem Solving, critical thinking skills,
- Organization and planning
- Strong work ethic
- Adaptable
- Proactive
- Dependable

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's Degree in Business

Minimum 2 years' experience in Accounting, preferably in Billing

Working knowledge of Word and Excel

LANGUAGE SKILLS

Ability, to communicate in standard business English both written and spoken. Ability to read and comprehend simple instructions, correspondence and memos. Ability to effectively present information in one-on-one, small group situations to customer, clients and other employees of the organization.

PHYSICAL AND MENTAL DEMANDS

The requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL

- Requires an adequate range of body motion and mobility to enable the individual to perform the essential functions of the job.
- Requires ability to remain in a stationary position for prolonged periods of time throughout the workday.
- Requires ability to move about to access file cabinets, office equipment, etc.
- Requires ability to operate a computer, telecommunication's devices and other office equipment for prolonged periods of time throughout the work day.
- Requires ability to express or exchange ideas by means of the spoken word. Talking is important for those activities in which the employee must impart oral information to other employees, clients and customers, in person or via telephone, and in those activities in which they must convey detailed or important spoken instructions and information to others accurately, clearly and quickly.
- Requires the ability to perceive the nature of sounds. Hearing is important for those activities that require ability to receive detailed information through oral communication, in person or via telephone, and to make fine discriminations in sound.
- Requires clarity of near vision. This factor is important when special and or minute accuracy is demanded and defective near acuity would adversely affect job performance and/or safety of self and others.
- Requires ability to work other shifts and weekends and in excess of 40 hours/week, as necessary.

MENTAL

- Requires the ability to work and cooperate with other employees and clients at all levels and from diverse backgrounds to exchange ideas, information and opinions to facilitate the task at hand.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The normal work environment is a typical office environment.

Approved by: _____

Manager/Supervisor

Date approved _____

Approved by: _____

Human Resources

Date approved _____