

BILLING CLERK

Billing Clerk with 1-3 years' experience working within a corporate setting sought by medium sized Language Service Company based in Midtown Manhattan for a temporary, or temp to perm placement. The incumbent must have proven billing experience, excellent work ethic, communication skills, computer skills, be able to type 50+ wpm, have acute attention to detail, and be able to work in a fast-paced environment with many different projects in progress at one time- ability to multitask and prioritize workload is a MUST.

ACCOUNTING CLERK DUTIES (NOT LIMITED TO):

- Collation of appointment/ project information
- Data entry
- Client Billing for major accounts per contract requirements
- Billing issues resolution with Clients and internal departments
- Some Collections and Accounting functions
- Special Projects as assigned

CANDIDATES MUST MEET THE FOLLOWING CRITERIA:

- 1-3 years of experience in Client Billing, preferably in a Services or Time and Material billing environment
- Excellent oral, written and interpersonal skills, English proficiency is a MUST
- Bachelor or Associates degree in Accounting preferred, progress toward degree or equivalent will be considered
- Understanding of Accounting concepts and an interest in an accounting, finance or business administration career
- Related experience in QuickBooks is a MUST
- Advanced proficiency with Microsoft Excel required
- Must possess business acumen, detailed orientation and willingness to work overtime when needed