



## **Billing Specialist**

**Location: Ann Arbor, MI**

### **Summary/Objective**

The Billing Specialist will perform several levels of various billing job responsibilities such as reviewing vendor invoices, approving invoices for payment, creating invoices for clients in various systems, and reviewing accounts at the end of each month to ensure accuracy.

### **Essential Functions**

- Create/submit AR invoices in RDN and any outside system required by the client
- Request/review then approve/decline vendor invoices in RDN
- Follow up on missing documents in account as required for billing. Request any appropriate receipts
- Review agent past due invoices
- Review processed invoices at end of month to confirm all invoices have been processed
- Submit daily billing reports to supervisors and CFO
- Answer phone and assist clients and vendors with any billing-related questions
- Other duties as assigned

### **Competencies**

- Ability to work independently and with a team in a fast-paced and high-volume environment with emphasis on accuracy and timeliness
- Must type at least 50 WPM
- Knowledge of basic accounting principles
- Detail oriented and able to manage multiple different processes
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately
- Excellent customer service
- Effective organizational and communication skills
- Problem-solving, documentation, research and resolution skills, data analysis
- Ability to multi-task and work under pressure
- Proficient with Microsoft Office, Word, Excel, and Outlook

### **Position Type/Expected Hours of Work**



This is a full-time position. Days and hours of work are variable and based on business need. Evening and weekend work may be required as job duties demand.

## **Education and Experience**

- High school diploma or GED diploma or equivalent required
- QuickBooks experience preferred

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**Location Services** provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, Location Services complies with applicable state and Local laws governing nondiscrimination in employment in every location in which the company has facilities.

**Applicants must be legally authorized to work in the United States**