



## Job Description

<b>Position Title</b>	Billing Specialist
<b>Relationships</b>	
<b>Reports To</b>	AR Manager
<b>Other internal contacts</b>	Accounting Department Collections Specialist
<b>Work Environment</b>	This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
<b>Summary of Responsibilities</b>	<ul style="list-style-type: none"> <li>• Demonstrates attention to detail, identifying and solving problems in a timely manner</li> <li>• Ensure all clients remain informed and attend their issues</li> </ul>
<b>General Responsibilities</b>	<ul style="list-style-type: none"> <li>• Review paperwork and creates invoices necessary to bill customers</li> <li>• Research and resolve client billing problems or issues</li> <li>• Ensure all miscellaneous sales have been invoiced</li> <li>• Post all sales orders and confirm paperwork has been sent</li> <li>• Retrieves individual orders and makes certain that all paperwork necessary to bill is present</li> <li>• Monitors overall paperwork to insure the invoice is the most accurate possible with the information given</li> <li>• Report on activity to upper management</li> <li>• Other duties may be assigned</li> </ul>
<b>Job Specific Knowledge &amp; Skills Required</b>	<ul style="list-style-type: none"> <li>• Highschool diploma or general education degree (GED); and at least two years in related experience and/or training</li> <li>• Must be proficient in the English language (speak, read, write)</li> <li>• High degree of attention to detail and trustworthiness</li> <li>• Excellent knowledge of MS Office (particularly Excel); working knowledge of relevant software</li> <li>• Adherence to laws and best practices in regard to dealing with customers and data</li> <li>• Prioritizes and completes administrative tasks correctly and on time</li> <li>• Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information</li> </ul>
<b>Special Skills</b>	<ul style="list-style-type: none"> <li>• Ability to multi-task and stay organized</li> <li>• Must be self-motivated and a self-starter</li> <li>• Ability to take responsibility for decisions and actions</li> </ul>
<b>Skills required for Equipment Use</b>	<ul style="list-style-type: none"> <li>• Accurate keyboarding and data entry</li> </ul>
<b>Key Performance Metrics</b>	<ul style="list-style-type: none"> <li>• Ability to follow company policies and procedures</li> <li>• Peers view of ability to work as a team member</li> <li>• Other measurements as set and agreed on by the AR Manager</li> </ul>



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**Acknowledgement:** I have reviewed and understand the above position guide and believe it to be accurate and complete. I also understand Rio Valley Biofuels, LLC has the right to change this job description at any time. ***I understand, and am fully aware, that this job description does not constitute an employment contract or a guarantee of continued employment—even if I satisfactorily meet all performance measures. Further, I understand the Billing Specialist position is classified as a Non-Exempt (hourly) position.***

(Please Print and Sign Name.)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date