**Accounts Receivable Billing Specialist**

Over the last 68 years, SVdP has grown from a volunteer-led non-profit to the largest human services agency in Lane County with more than 600 employees. Our mission is to assist the poor and those in need of consolation, seeking out and utilizing every resource. Being mindful of the sanctity and dignity of all, any charitable work that advances those goals is within the mission of SVdP Lane County.

St. Vincent DePaul is looking for an ambitious and hardworking individual to add to our team. We have full-time work available as an Accounts Receivable Billing Specialist for our accounting department. The candidate must have great attention to detail, computer knowledge, and be self-motivated.

**Responsibilities and Duties:**

* Invoicing External Customers
* Receive, verify, and print daily packing slips and other supporting documentation for customers in our DR3 and MRC programs
* Generate invoices in the accounting software based on packing slips and contractual agreements with customers
* Send out statements and invoices to customers electronically or by mail in a timely manner
* Monitor customer account details for non-payments, delayed payments, and other irregularities
* Contact customers with outstanding balances for payment
* Maintain accounts receivable customer files and billing notes
* Daily Store Sales Deposits and Balancing
* Enter and balance daily stores sales and deposits in financial software
* Reconcile daily stores activity to appropriate bank account and communicate with the stores team as needed
* Assist with posting deposits to appropriate bank accounts
* Assist as required and needed with other accounting team processes and activities
* This list is not all-inclusive, and other duties may be assigned

**Preferred Experience:**

* Self-motivated, organized and ability to work as part of a team
* One year working in an office environment
* Working knowledge of billing and accounts receivable
* Experience using MS Office products (Excel, Word, and Outlook)
* Experience using an accounting software system
* Strong verbal communication skills
* Ability to communicate effectively and tactfully
* Must be dependable, able to prioritize tasks and be flexible with changes in job duties
* Ability to keep confidential information in regard to record keeping

**Job Type:** Hourly. Full time.

**Wage:** $20.00 per hour.

**Benefits:**

* Health, Vision, and Dental insurance offered at 90 days
* Employee Assistance Program
* Employee discount
* Flex time
* Vacation and holiday pay