

Apply for Billing Specialist using the link below:

*********workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=5e084852-b8bf-47a9-816d-705268ccdb43&cclId=95879571_5287&lang=en_US&jobId=9200292615819_1&source=EN

Geiger, a privately owned promotional product distributor in the US, is seeking a Billing Specialist. We are looking for a hard-working individual with the drive to be an active part of a successful team. The ability to learn, adapt and provide constructive feedback on processes is required. If you are looking for an environment where open and honest communication is the foundation and associates are treated with dignity and respect please apply.

Under the general supervision of the Billing Supervisor, individuals will process customer invoicing, maintain commissions as needed, respond to related questions and assist in other financial processing activities of the department.

Duties include but are not limited to:

- Review incoming vendor invoices for accuracy.
- Communicate with vendors and sales partners to resolve discrepancies on invoices.
- Make adjustments to sales partner commissions as necessary.
- Transfer costs from vendor invoice to customer invoice.
- Follow Department-specific guidelines when handling special costs and charges.
- Answer questions in regards to invoices from internal associates.
- Produce a positive attitude and excellent service to all vendors, associates, and sales partners.

Duties require experience with Windows-based PCs including Microsoft Office, Outlook, and Excel.

Work requires a High School Diploma or GED and two years of experience in business office activities.

Full-Time Regular

Regular Business Hours

Geiger is an Affirmative Action / Equal Opportunity Employer