

## **Billing Coordinator**

**Education:** Completion of college/CEGEP/Vocational or Technical Training

**Experience:** 2+ years

**Languages:** English

**Business Equipment and Computer Applications:** Windows, general office equipment, electronic mail, word processing software, spreadsheet software, Excel, Accounting software.

**Typing (Words per Minute):** 41 – 60 wpm

### **Specific Skills:**

Deals with all billing functions such as reading contracts, entering key information in a Construction Software (Jonas), creating invoices for submission, analyze and audit billing information, investigate any invoice issues, manage accounts receivable, prepare reports, perform clerical duties and such as maintain filing and record systems. Perform general office duties; post cash, cheques and credit card transactions.

**Transportation/Travel Information:** Own source of transportation. Public transportation is not available.

**Working Conditions & Physical Capabilities:** Fast-paced environment, work under pressure, tight deadlines, and repetitive tasks.

**Essential Skills:** Reading text, numeracy, writing, communication, working with others, problem solving, critical thinking, significant use of memory, finding information, computer use, continuous learning.

**Other Information:** Must have great organizational skills

**Job Type:** Full-Time