



**Billing Coordinator -TideSmart Global
January 2018**

TideSmart Global is currently seeking a full-time Billing Coordinator with a diverse range of skills in accounting and data management including: database entry, strong attention to detail, and an understanding of accounting/bookkeeping.

Key Outcomes:

- Process high volume of billing transactions for specialized project
- Monitor invoices for accuracies
- Track and maintain orders in Access Database
- Enter orders in vendor portal
- Respond to phone and email inquiries from customers and vendors
- Resolve account balance discrepancies
- Ensure brand compliance
- Prepare monthly reports
- Assist with special projects as needed

Skills/Knowledge/Competencies (Behaviors):

- Work cooperatively, collaboratively, and respectfully in a team environment
- Excellent organizational skill; able to meet deadlines, prioritize, follow through; ability to multi-task, self-directed and motivated.
- Strong research, problem-solving and analytical skills
- Proficient in data management using Microsoft Office
- Flexibility in a fast-paced, ever-changing environment
- Able to perform repetitive tasks while maintaining a high level of accuracy
- Maintain confidentiality
- Ability to work with defined processes and procedures
- Compatible with a professional office environment

Education/Experience:

- High school diploma required
- Associate Degree in Business or Accounting preferred
- High volume invoice and data processing experience
- Basic knowledge of accounting and data management practices and procedures
- Proficient with 10-key, MS Word, Excel
- Experience in an office environment

Please send resume and cover letter to: jobs@tidesmart.com

TideSmart Global is an equal opportunity employer.

