



JOB DESCRIPTION

Job Title: AR - Lead Invoicing Specialist

Facility: Brooklyn Park

Department: Accounting

Reports to: Finance Manager

SUMMARY

To provide support with data collection and the invoicing processes for the accounting department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following. Other duties may be assigned as needed.

- Review and edit returned pro-forma invoices in preparation for final invoicing.
- Maintain and reviews sales tax status of customers for each job.
- Enter and print final invoices.
- Prepare closing reports.
- Review and post invoicing transactions.
- Maintain NCPR Program for Department Managers and Executives.
- Maintain environmental manifest documentation. "Right to know" training classes.
- Maintain monthly reporting including but not limited to: Invoice performance summary, billing performance, brokers/finder fees, credit memo register and in kind invoices and reporting.
- Assist in the training of the invoicing specialist.
- Perform duties of other Accounting Team Member in their absences or as needed.
- Understand your role in the companies' Quality Management System regarding ISO.

QUALIFICATIONS

- 2 Year Accounting Degree or Equivalent Experience in Accounting.
- Good working knowledge of Excel.

PHYSICAL REQUIREMENTS

- Constant strong communication, sitting, and working on a computer.
- Frequent walking & standing.
- Occasional lifting 20+lbs, pulling, pushing, bending, reaching, kneeling, stooping, climbing stairs.

Occasional: Occupation requires this activity up to 33% of the time (0 - 2.5 hrs./day of 8-hour day)

Frequent: Occupation requires this activity from 33%-66% of the time (2.5 - 5.5+ hrs./day of hour 8-hour day)

Constant: Occupation requires this activity more than 66% of the time (5.5+ hrs./day of 8-hour day)