



191 High Street, Waltham, MA 02453 • US & Canada: 800.558.5466 • Global: +1.617.787.5575 • NYC TLC Base B02095

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Job Title: Billing and AP/AR Support (Full or Part-Time)

Experience: 1-4 years

Salary/Wage: Commensurate with Experience

The successful candidate will be responsible for the following:

- Monitor and manage department inboxes
- Organize and file vendor paperwork
- Match vendor paperwork to checks issued
- Contact affiliate partners weekly (via email and phone) to obtain missing invoices
- Prepare bank deposits, process credit cards as per customer instructions
- Assist in applying customer payments
- Assist in the preparation of customer invoices and the transmission to customers
- Reconcile credit card deposits
- Provide customer support to clients via phone and email as necessary
- Open and distribute mail as needed
- Review and process the hours and pricing of daily assigned trips
- General support of other accounting staff

Our ideal candidate possesses, but is not limited, to the following:

- 1-4 years accounting administrative or billing or AP/AR experience
- Strong customer service skills, including conflict management skills
- Excellent organizational skills and attention to detail
- Excel skills and experience with QuickBooks is a plus
- Associate or Bachelor degree in business/accounting preferable
- Ability to multi-task