

Job Title: Billing Specialist	Location: Tampa, FL
Direct Report: Kathy Lugo, Collections/Billing Manager	Overnight Travel: None

Company and Position Overview:

Big Truck Rental is North America’s number-one source for capital, growth, and operational fleet solutions to essential services industries. At BTR, we work with Fortune 500 companies, municipalities, and a network of independently owned companies in the waste, recycling, and logistical industries. Founded in 2002, BTR is a rapidly growing customer focused organization that is seeking a highly motivated and success-oriented Billing Specialist. This position plays a critical role in the accounting and finance department.

BTR was recently named one of Tampa Bay’s best places to work for 2023!

Essential Job Functions:

- Process invoices in compliance with financial policies and procedures. Approximately ~50 - 70 invoices a day.
- Work with customers to ensure Purchase Orders are issued timely.
- Upload invoices into customer billing portals (Coupa, Ariba, Oracle, etc.)
- Work directly with the customer and sales department to research and resolve any billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting customers.
- Perform day to day financial transactions, including verifying, classifying, computing, posting, and recording accounts receivables.
- Facilitate payment of invoices due by sending bill reminders and contacting customers.
- Assist with year-end auditors in preparing necessary schedules and support for audit.
- Assist with month and year-end close.
- Perform other duties and functions as directed and/or requested.

Qualifications:

- 2 to 5 Years Experience.
- Previous AR billing experience preferred.
- Previous experience with Sage Intacct preferred.
- Previous experience with Sales Force preferred.
- Excellent written and verbal communication skills to work with diverse customer base.
- Ability to work independently and with a team in a fast-paced environment with emphasis on accuracy and timeliness.
- Solid skill with Microsoft Office suite of products.

****Please direct inquiries to Kathy Lugo at kathy@bigtruckrental.com or (813) 261-0820***