



Billing Coordinator

POSITION SUMMARY:

In this role, you will be responsible for preparing, processing, and maintaining accurate billing records for projects and services. The Billing Coordinator ensures that all invoices are issued in a timely manner, payments are properly tracked, and billing procedures following company policies. This position requires strong attention to detail, excellent organizational skills, and the ability to collaborate with multiple departments to support smooth financial operations.

ESSENTIAL JOB FUNCTIONS:

- Prepare and process customer invoices accurately and in a timely manner.
- Review contracts, purchase orders, and work orders to ensure proper billing.
- Reconcile billing discrepancies by working with project managers, operations staff, and clients.
- Monitor accounts receivable, track outstanding payments, and follow up on overdue accounts.
- Maintain accurate billing records and filing systems.
- Assist with month-end and year-end financial reporting requirements.
- Respond to billing inquiries from clients, vendors, and internal staff.
- Ensure compliance with company policies, procedures, and accounting standards.
- Collaborate with the accounting team to support audits and internal reviews.

REQUIREMENTS:

- Minimum of 2–3 years of experience in billing, accounting, or related administrative role.
- Knowledge of billing procedures and general accounting principles.
- Strong attention to detail and accuracy in data entry.
- Proficiency in Microsoft Office (Excel, Word, Outlook); familiarity with accounting software a plus.
- Excellent organizational and multitasking abilities.
- Strong communication and problem-solving skills.
- Ability to work independently as well as in a team environment.

EMPLOYEE BENEFITS:

- Comprehensive Medical, Dental & Vision
- Life Insurance
- Paid Time Off
- Paid Holidays
- Company Cellphone
- Company Vehicle
- Voluntary Long- and Short-Term Disability
- Voluntary Supplemental Life
- 401K with Discretionary Employer Match
- Aflac Supplemental Plans
- Flexible Spending Accounts
- Employee Assistance Program
- Discounts on Auto & Homeowner's Insurance through New Jersey Manufacturers

All positions within The Earle Companies have potential for advancement through our fully structured Career Development Program. We place a very strong emphasis on identifying High Profile Employees to help them advance up their career ladders. Those who possess the drive to succeed will be given the necessary tools for education and advancement.