



BILLING ADMINISTRATOR JACKSON FACILITY

POSITION SUMMARY:

We are seeking a detail-oriented and experienced Billing Administrator to join our team. This role is responsible for ensuring accurate billing, timely processing of invoices, and supporting financial operations with a high level of organization and accuracy.

Pay: \$18.00 – \$19.00 per hour

Schedule: Part Time | 8:00 AM – 1:00 PM (Flexible)

ESSENTIAL JOB FUNCTIONS:

- Prepare and process invoices using accounting software such as QuickBooks, Sage, PeopleSoft, or similar platforms.
- Manage accounts receivable and accounts payable functions to ensure timely collections and payments.
- Perform account reconciliations to verify accuracy of financial data and resolve discrepancies efficiently.
- Support the preparation of financial reports and assist with audit processes as needed.
- Collaborate with cross-functional teams to improve billing procedures and ensure compliance with industry standards.

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.