



Job Title: Accounts Receivable/Billing Clerk
Department: Corporate Administration
Revision Date: 01/12/2023

Position Overview

The Accounting Assistant works closely with our Controller and CFO to provide up to date billing information to our customers and assist in reconciling payments. In addition to FLASH, we own a transload company, sand mine, leasing company, and grocery store. The Accounting Assistant supports the Accounting department by performing clerical tasks, including processing and recording financial transactions, fielding internal and external communications, fact checking, filing and other duties.

Essential Job Functions

- Work closely with the Controller and CFO to support daily business operations
- Process, and record financial transactions into accounting software
- Prepare billing statements for customers
- Provide support to both internal and external customers regarding billing and payment questions
- Provide support to other members of the accounting department as needed
- Basic office duties such as filing, scanning, and copying

Skills

- Associate's Degree in Business, Accounting, Finance or related discipline
- 2-3 years experience in Accounts Receivable required
- Experience in transportation billing preferred but not required
- Strong interpersonal and communication skills
- Impeccable analytical and organizational skills
- Self-motivated and self-directed; strong organizational and time-management skills
- Ability to work closely with senior management team

* The above list is not an all-inclusive list of duties and/or requirements. You will be expected to perform various tasks as required by the customer. As business objectives changes, so too may your duties.