

Dynamic Broadband Job Description & Accountabilities For Billing Clerk

Accurately and efficiently handles all customer activity as it relates to properly billing our customers. Insures high data integrity and customer record completeness by working with other company areas such as sales, scheduling, accounting, installation, tech support and management. Performs reconciliation of monthly activity.

Responsibilities:

- Enter all billable customer activity into Great Plains Dynamics including;
 - New customer installs
 - Disconnects
 - Billable Service Calls
 - Billable moves, adds, or changes to account
 - One time projects and consulting projects
- Update customer records in CRM for all adds, deletes, and changes to customer billing records.
- Prepares manual bills when required for one time customer activities.
- Moves inventory into and out of Fixed Assets accounts as required.
- Prepare monthly billing for all customers including ACH debits, credit card debits, and paper billing.
- Adhere to DYBB accounting policies & procedures.
- Works with all other departments within company to achieve accurate customer billing experience.
- Makes recommendations to management that will improve customer experience, add revenue, or reduce operating cost.

Minimum Requirements:

- Two year associate degree
- Accounting or bookkeeping experience preferred
- Excellent attention to detail and a history of accurate detailed work
- Proactive, self-directed team player
- Excellent and effective communication skills with the Management team, and its board of directors.
- Ability to multi-task and deliver results in a fast paced, results oriented, accountable environment with strict time constraints.

What we offer

A fun entrepreneurial work environment.

An opportunity to work in a growing industry with an experienced management team.

A competitive salary, superior health benefits program, Simple IRA, etc.

An opportunity to make an impact each and every day.