

Job Title: Administrative Assistant/Billing

We are seeking a highly organized and detail-oriented Administrative Assistant/Billing professional to join our team. This role is crucial in ensuring the smooth operation of our administrative processes and efficient billing procedures. The ideal candidate will possess excellent organizational skills, strong attention to detail, and the ability to multitask effectively. If you are a proactive individual with a keen eye for accuracy, this role offers an exciting opportunity to contribute to the success of our organization.

Responsibilities:

Administrative Support

Provide general administrative support, including managing phone calls, emails, and correspondence.

Coordinate and schedule appointments, meetings, and conferences.

Maintain organized and up-to-date filing systems for both electronic and hard copy documents.

Assist in the preparation of reports, presentations, and other documents.

Billing

Generate and process invoices accurately and in a timely manner.

Verify and reconcile billing information to ensure accuracy.

Collaborate with internal teams to gather necessary billing details.

Address billing inquiries and resolve discrepancies with clients or internal stakeholders.

Monitor and track payment status, following up on overdue accounts.

Record Keeping:

Maintain comprehensive and organized records of billing transactions.

Ensure confidentiality and security of financial and client information.

Communication

Effectively communicate with community partners, vendors, and internal teams regarding billing-related matters.

Provide clear and concise explanations of billing processes to clients when necessary.

Software Proficiency

Familiar with Excel, Quickbooks and MonkeyPod

Utilize accounting and billing software proficiently for accurate and efficient billing processes.

Stay updated on software upgrades and enhancements.

Qualifications:

Proven experience as an Administrative Assistant or in a similar role.

Previous experience with billing processes and procedures is highly desirable.

Proficient in using office software and billing software.

Strong organizational and time management skills.

Excellent attention to detail and accuracy.

Effective communication skills, both written and verbal.

Ability to handle sensitive information with confidentiality.

High level of proficiency in Microsoft Office Suite.

Education and Experience:

Minimum of a high school diploma; additional education in business administration or related field is a plus.

Previous experience in administrative roles, particularly with billing responsibilities.