POSITION: Invoice/Billing Specialist

CLASSIFICATION: Salary; Exempt

POSITION REPORTS TO: Vice President of Finance

SUPERVISORY RESPONSIBILITIES: This position has no direct reports.

Revision Date: 04/25/2024

Job Summary:

A nationally recognized leader in the print production of high-quality niche publications and catalogs, Freeport Press has been in continuous operation since 1880, now centrally located at our facility in New Philadelphia, Ohio. We've made a name for ourselves as one of the most efficient printers in North America through innovative business practices, continuous investment in state-of-the-art technology, employee development and training, plus the strategic implementation of systems and process controls. Our customers know they can expect not only great printing but real solutions to problems that every publisher faces.

The Invoicing/Billing Specialist is responsible for creating and sending invoices to our managed accounts and to fix billing discrepancies for Freeport Press.

Responsibilities:

- Ensuring that customer information details are kept-up-to-date
- Creating and sending invoices and statements to customers
- Checking the data input to ensure accuracy of the final bill
- Fixing billing errors by issuing debit and credit memos
- Handling customer account queries
- All other duties as assigned
Knowledge and Skills:

- Basic understanding of clerical and administrative procedures
- Some accounting experience preferred
- Aptitude to learn new systems
- Excellent mathematics and problem solving skills
- Excellent written and verbal communication skills
- Attention to detail
- Self-starter with a willingness to learn new skills
- Ability to solve problems as they arise

Preferred Education:

- High School Diploma.
- Associates degree or vocational school training preferred

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Freeport Press is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.