

Ricochet Fuel Distributors, Inc.

JOB DESCRIPTION

Job Title: **Billing Analyst I**

Immediate Supervisor: Accounting Manager

Work Hours: Full-time, Monday-Friday

General Purpose of the Position: Support the Administrative/Accounting Department through the completion of assigned tasks including accurate and timely billing, phone coverage and general office duties as directed. Provide excellent inter-departmental and customer service by effectively managing requests for information/documentation.

Essential Duties and Responsibilities:

- Review weekly/monthly reports to ensure all goods and services have been billed.
- Have a general understanding of taxes and their importance.
- Code invoices to proper general ledger accounts.
- Analyze billing data for accuracy.
- Daily/Weekly/Monthly reconciliation of virtual inventory.
- Ensure invoicing coordinates with balance sheet reporting.
- Generate regular and special invoicing, utilizing various portals and software.
- Work with customers to resolve any billing issues.
- Match delivery paperwork and prepare for pricing.
- Contact vendors as needed to obtain paperwork required to complete billing.
- Processes daily invoices.
- Work closely with Accounting Department to resolve issues.
- Generate, distribute, and file customer invoices daily.
- Coordinate, process and post all customer invoices.
- Provide high level customer service including receiving telephone calls, communicating with sales, support staff, vendors and customers as required.
- Must be able to work independently and in a team environment with minimal oversight.
- Must effectively manage time, consistently meet deadlines, and prioritize assignments for efficiency.
- Always maintains confidentiality of financial data.
- Assists with general office administrative needs such as filing, document archiving, etc.
- Assists with additional administrative duties as needed/directed.
- Maintains a current and up-to-date procedure manual on direct responsibilities and provides cross-training to ensure that critical responsibilities are completed when out of the office.
- Recommends to management solutions and best practices for overall company improvement.
- Provides coverage in areas other than direct responsibility.
- Assists in maintaining a quality office environment.
- Seeks personal development opportunities to improve on the job skills.
- Communicates with co-workers, management, clients, vendors, and others in a courteous and professional manner.

- Conform with and abide by all regulations, policies, work procedures, and instructions.
- **Adheres to Ricochet's Mission Statement and Core Values at all times**
- Maintains regular and prompt attendance.
- Anticipates company and customer needs when scheduled time off is planned and, when possible has responsibilities completed in advance to minimize work load for other employees in his/her absence.
- Ability to work overtime when necessary.
- Practices our Core Values and supports company goals.

Computer Equipment and Software Requirements:

- Working knowledge of PC
- Microsoft Office with proficiency in Outlook, Word & Excel
- Internet navigation, website login and information research
- Ability to learn and utilize custom software applications
- Familiarity with general office equipment such as fax/copier machine, postage machine/scale, etc.

Education and Experience Required:

- High school diploma or equivalent
- Minimum 2 year previous experience with multi-phone line system
- Minimum of 2 years direct customer service experience
- Minimum of 2 years' experience in a moderate to heavy billing, and/or Accounting department

Knowledge, Skills and Abilities Required:

- Self-motivated with a high degree of self-accountability
- Strong organizational and time-management skills
- Proven ability to prioritize critical tasks, manage interruptions and work effectively within expected deadlines
- Strong attention to detail - ability to consistently review printed material and data entry detail for accuracy
- Strong attention to regulatory requirements and compliance
- Excellent customer service, telephone, and interpersonal skills
- Good basic math skills and accounting knowledge
- Minimum accurate typing speed of 50 wpm
- Ten-key by touch – minimum 14K kph with accuracy

Key Performance Talents Required (from TriMetrix™ Benchmark):

Very Important	Important	Somewhat Important
Self-Management	Conflict Management	Influencing Others

Customer Focus	Interpersonal Skills	Leading Others
Resiliency	Personal Accountability	
Teamwork	Flexibility	
Continuous Learning	Goal Achievement	
Self Starting	Diplomacy and Tact	
Planning and Organizing	Decision Making	
Problem Solving		

Physical Functions, as a fraction of time spent at work:

Physical Activity	Time Spent	Lifting or Exerting	Time Spent	Vision Requirements	Time Spent
Standing	<1/3	Up to 10 lbs.	<1/3	Close Vision	>2/3
Walking	<1/3	11-25 lbs.	<1/3	Distance	<1/3
Sitting	>2/3	26-50 lbs.	0	Color	0
Fingering/Handling	>2/3	51-100 lbs.	0	Peripheral	0
Reaching/Climbing	<2/3			Depth Perception	0
Stooping/Crawling	<1/3			Adjust Focus	<1/3
Talking/Hearing	>2/3				

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Failure to perform assigned duties could result in disciplinary action up to and including termination.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Date Reviewed: _____

Employee: _____
Signature _____ Print _____

Supervisor: _____
Signature _____ Print _____