



PREFERRED PERSONNEL INC.

"From Front Desk to Boardroom"

Position Title: Billing Clerk

Description:

Preferred Personnel's client is seeking a Billing Clerk for their Accounts Receivable department!

Duties will include:

- Creating invoices from work orders with attention to detail.
- Billed for multiple departments with multiple customers
- Scanning invoices as backup
- Creating credits as needed
- Overseeing customer accounts for accuracy
- Providing statements
- Processing EDI submittals.

Qualifications:

- Must have 2 years minimum experience in the oil and gas industry with a service company.
- Computer skills: Windows, MS Word, Excel, PowerPoint, typing and 10- Key
- Well-developed oral and written communication skills
- Excellent Attention to Detail
- Previous Billing/Accounting experience REQUIRED
- Pay will be depending on Experience

APPLY TODAY!

Send resumes to ppi@preferred-personnel.com