

Billing & Accounts Payable Support Specialist

Location: Orlando, Florida

HIRING IMMEDIATELY!!

Job Summary:

The Billing and Account Payables Support Specialist will be responsible for the processing of shipped/completed orders to invoices and follow up/issuing credit memos as appropriate. In addition, this position will require communicating effectively with external customers relating sending invoices and problem solving. This position may also provide accounting support to the account department which may include but not limited to accounts payable and account reconciliation and a variety of clerical activities as well as communicating effectively with team members within the shipping/receiving, customer service and accounting departments.

Job Requirements:

- Responsible for daily operation of processing orders to invoices
- Responsible for daily/weekly processing of payables
- Supports the Accounting Department with daily and month end reconciliations
- Supports Accounts Payable and cross train in Accounts Receivable

Competencies:

- Attention to detail a must
- Excellent verbal & written communication skills
- Computer and office skills
- ERP experience in Epicor, NetSuite or similar a plus
- Quickbooks experience is a plus

Position Type and Expected Hours of Work:

- Full-time position
- Monday through Friday, 8:00 a.m. to 5:00 p.m
- Must work 40 hours each week to maintain full time status

Required Education and Experience:

- High School diploma or GED, or one to two years of related experience and/or training, or equivalent combination of education and experience. Associates degree preferred.
- Accounts Payable experience (1-2 years)
- Computer experience (Microsoft Word, Excel, and Outlook, ERP systems)

Benefits Offered to regular full-time Associates:

Medical, Dental, Life, LTD, 401k, Paid Time Off, Paid Holidays

Compensation Range: Competitive compensation starting at \$16.50 per hour

New Sign-On Bonus:

- Payouts will occur in 2 installments, \$500 payable after 90 days and \$500 after 180 days. If at any time in the process you are either voluntarily or involuntarily moved from this position and start date, you would no longer be eligible to receive the applicable sign-on bonus
- Associates must be employed at the time of the payment

Remote Work:

- At this time, remote work is not available

COVID-19 Precaution(s):

- Temperature screenings
- Social distancing guidelines in place
- Sanitizing, disinfecting, or cleaning procedures in place

Visit our Company websites:

- www.oxygo.life www.applied-inc.com www.oxyfuelsafety.com

Other Requirements:

Successful clearance of pre-employment background and drug screen required. The Company conducts business with the Federal government and complies with all applicable Federal laws, regulations, and guidelines.

For employment, all persons hired must provide valid proof of identity and eligibility to legally work in the United States.

An Equal Opportunity Employer

ADA Compliant

Drug-free and smoke-free workplace