



Title: Rating Specialist

Reports To: Chief Financial Officer

Job Summary: The position of the Rating Specialist is to prepare and submit complex customer billings in accordance with government regulations. You will be required to report the status of unbilled costs and interface with customer service representatives. You will also work with the Accounts Receivable Collections team to resolve problems with payment issues.

Date:

PRIMARY RESPONSIBILITIES AND DUTIES

Administration:

- Prepare invoices and ensure the accuracy of all charges
- Input and review billing logs as required
- Assist in achieving and maintaining corporate mandated goals with respect to billing metrics
- Build and maintain solid work relationships with staff, management, customers, and vendors
- Resolve billing issues in a timely manner
- Proactively works with project management staff to close out job
- Interface with project team to investigate and resolve issues to ensure jobs are billed accurately and within appropriate time frames
- Plan, organize, and prioritize work.

KNOWLEDGE, SKILLS, AND ABILITIES:

- High School Diploma or equivalent, computer keyboarding skills, effective communication skills, friendly and outgoing personality, organizational skills, and ability to respond to requests effectively and efficiently.
- Communicate politely and positively with Customers via phone, face to face, or email correspondence.
- Excellent computer skills and strong problem solving skills
- Excellent communication skill (both written and verbal), with all levels of management
- Qualified applicants must pass a background check
- Efficient with Microsoft Office, Mr. Mover, Quick Move, QuickBooks
- Knowledge of government tariffs/compensation schedules

Preferred Education/Training:

- Associates degree in business/accounting/finance, or closely related field. Significant related experience may substitute for education

PERSONAL ATTRIBUTES:

- Be honest, trustworthy, and respectful
- Demonstrate sound work ethics