

## Levinge Freight Lines

Job Title: Billing Clerk	Hours: 8 a.m. - 5:00 p.m.
Department: Accounting	Job Grade: Non-Exempt
Revision Date: 05/26/2008	F/T or P/T: Full Time
Employee:	Pay Rate:

### Position Overview

This position requires great attention to detail and the willingness to be proactive when discrepancies in the billing process are observed. This role requires an individual that can process work efficiently and effectively with minimal errors. This individual will report directly to the Manager of Accounting and Administrative Services.

### Essential Job Functions and Priority

- Responsible for Freight Bill Invoicing
- Assist with Proof of Delivery as needed
- Getting Invoices Out (Back up Invoice Separation)
- Quotes (As needed)
- Back up Check-In (As needed)
- Back up Filing and Driver Log Maintenance (As needed)
- Acting as additional support for other accounting functions

### Requirements

- Follow instruction and direction from the Manager of Accounting and Administrative Services
- Positive Attitude
- Organizational Skills
- Ability to work with others in a team environment
- Basic computer skills (Internet, MS Word, and MS Excel)

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.