



Quality Actions for Quality Clients

Enid, OK - Oklahoma City, OK

Now Hiring!

Billing Clerk

Envirotech Engineering and Consulting is a full-service design engineering, environmental consulting, and geotechnical services firm servicing public and private clients throughout the United States.

We are celebrating over 30 years of exceptional service to our clients, our talented team members, and their families. Our outstanding growth has been a direct result of our team members' commitment to our Mission of **Quality Actions for Quality Clients**.

If the following sounds like you, we suspect you will thrive in this role:

- The position assists the Accounting department and is responsible for vendor and employee deliverables under the direct supervision of the Accounting Manager.
- The position supports the Accounting Manager in all aspects of the billing process including project setup, prebilling review with project managers, billing generation, problem resolution, and collections.
- Communication with the Accounting department for all weekly data necessary to process billing such as accounts payable items, timecard entry, and unit billing. Coordinate with project and department managers on all billing specifications and timing of billing.
- An understanding of bookkeeping and accounting skills is required.

Our Team is looking for a new team member who possesses the following skills:

- Calculating job cost for billable projects using standard methods
- Coordinating with project managers for billing details such as pending subcontractor expenses, staffing transfers, and all other pertinent information regarding billing cycle cost details
- Understand project proposals and contracts to ensure the accuracy of billing setups such as firm fixed fee projects or time and materials etc.
- Ability to solve complex problems by reviewing relevant information and developing or evaluating available options
- Verify the accuracy of the billing data and correct any errors
- Create itemized billing backup details for labor and other costs associated with projects for the billing period using Microsoft Excel or other software
- Upload invoices into customer websites such as Open Invoice, Ariba, etc., according to client specifications and requests
- Set up projects according to client specifications, billing terms, and software requirements
- Issue statements to customers and resolve billing discrepancies as needed
- Update billing details for client files such as contact information, billing terms, or invoice detail requirements
- Be on alert for continuous improvement opportunities
- Perform ad hoc analysis and projects as requested
- Manage Accounts Receivable portfolio by maintaining and tracking the status of invoices and assist in resolving invoice payment issues
- Work with the Accounting Manager on unbilled WIP to ensure accurate revenue accruals

Personal and organizational skills:

- Must work independently and participate as a productive member of the team
- Must be honest, reliable, and possess a high level of integrity and trust
- Experience communicating professionally through email, conference calls, and team meetings
- Must possess customer service skills for both internal and external customers
- Exercise professionalism when communicating with employees and clients
- Problem-solving skills including analysis and assessment
- Exercise confidentiality
- Possess time management skills and organization
- Extensive experience with Microsoft Office software

Reasons to join our team:

- A working environment full of dedicated coworkers, and a team of organizational leaders focused on ensuring you have the tools necessary to succeed!
- Envirotech is EEOC compliant and certainly encourages America's military veterans to apply.
- Opportunities for advancement and development.
- Family-owned business and atmosphere.
- Variety of interesting assignments, projects, and work locations.
- Envirotech invests in your development and training. You may receive company-paid training to receive certifications in relevant areas.



Questions? Contact info@envirotechconsulting.com