



Office and Billing Specialist

Job Summary:

The Office and Billing Specialist will work under the leadership of the Accounting Manager and Property Accountant and will assist in the operation of the Office and Billing process. The Office and Billing Specialist will work with the Accounting Manager and Property Accountant to constantly update and improve the Office and Billing Process. The Office and Billing Specialist will be responsible for maintaining records for billing. The Office and Billing Specialist must meet and maintain requirements of Employee Handbook.

Essential Duties and Responsibilities: Office and Billing Specialist

- Organize and deliver incoming mail to appropriate departments.
- Enter Bills in Property or Accounting Software for Approval and Payment
- Scan Invoices and billing documents for support
- Charge Tenants charges to tenant ledgers.
- Setup, change, or end Utility service to new and existing properties.
- Setup and renew Utility Reverts.
- Ensure all utilities are in the correct portfolio name with correct billing address.
- Scan and File Records in the MiddleTown Property Group file backup system.
- Assist Accounting Manager with other accounting and billing tasks.
- Complete other assigned task from Accounting Manager and Property Accountant
- Assist Accounting Manager and Property Managers with Billing research.
- Maintain Utility Spreadsheet in accordance to MiddleTown Property Group's policy.
- Assist in billing audit.
- Perform data entry and scan documents.
- Provide clerical support including mailing, scanning, faxing, and copying.
- Enter Maintenance work orders into accounting software and update correlating spreadsheet.
- Work Monday – Friday from 8 am – 5pm. Work hours and days may change to meet business needs.

Qualifications:

- High School Diploma, GED, or equivalent required. Preferred Associate's or Bachelor's Degree, with concentration in Accounting, Finance, Business or Property Management
- Minimum 1 year experience in similar position preferred.
- Property management or utilities management experience preferred.

Typical Physical Demands:

- Ability to lift 20lbs.
- Work in an office setting.
- Ability to sit in front of a computer for extended period of time.
- Ability to be on your feet for extended period of time.
- Ability to use hand and arm for writing and/or typing.

The Essential Job Duties is not an all-inclusive list but does cover many of the duties and responsibilities of the position. Additional duties or responsibilities may be required due to organization needs, market conditions, organization goals, and owner/client requirements.