

We are looking for a skilled Billing Coordinator to join our growing team. The ideal candidate will have experience in billing, invoicing, and account management.

Responsibilities:

- Generate and distribute invoices accurately and on-time
- Follow up on outstanding payments and resolve payment discrepancies
- Work with the team to ensure accurate and timely invoicing
- Provide excellent customer service to clients regarding billing and payment inquiries
- Maintain accurate and up-to-date client account information
- Collaborate with other teams to ensure timely and accurate billing and payment processing
- Generate financial reports and analyses as required

Requirements:

- Proven experience as a Billing Coordinator or similar role
- Strong attention to detail and ability to work with numbers
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team
- Strong problem-solving skills and ability to work under pressure
- Proficiency in Microsoft Office, particularly Excel
- Experience with accounting software is a plus

If you are a detail-oriented individual with a strong customer-service focus and a passion for accuracy and efficiency, we want to hear from you! Please submit your resume and cover letter for consideration to info@HoustonLPC.com