



### **Billing Specialist -TideSmart Global**

Marketing Agency in Portland, Maine is currently seeking a full-time specialist with a diverse range of skills in data management including: database entry, strong attention to detail, and an understanding of accounting/bookkeeping. Position reports directly to the Director of Finance and responsibilities include billing transactions, data entry, and management of large amounts of data.

#### **Key Outcomes:**

- Process high volume of billing transactions for specialized project
- Monitor invoices for accuracies
- Track and maintain orders in Access Database
- Enter orders in vendor portal
- Respond to phone and email inquiries from customers and vendors
- Resolve account balance discrepancies
- Ensure brand compliance
- Prepare monthly reports
- Assist with special projects as needed

#### **Skills/Knowledge/Competencies (Behaviors):**

- Work cooperatively, collaboratively, and respectfully in a team environment
- Excellent organizational skill; able to meet deadlines, prioritize, follow through; ability to multi-task, self-directed and motivated.
- Strong research, problem-solving and analytical skills
- Proficient in data management using Microsoft Office
- Flexibility in a fast-paced, ever-changing environment
- Able to perform repetitive tasks while maintaining a high level of accuracy
- Maintain confidentiality
- Ability to work with defined processes and procedures
- Compatible with a professional office environment

#### **Education/Experience:**

- High school diploma required
- Associate degree in business or accounting preferred
- High volume invoice and data processing experience
- Basic knowledge of accounting and data management practices and procedures
- Proficient with 10-key, MS Word, Excel
- Experience in an office environment

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