



CUYAHOGA VALLEY
CAREER CENTER

Cuyahoga Valley Career Center

Job Posting #1994

Job Posting Date: 3/26/2019

Employer Information: Action Door
Contact: Mrs. Diane Jelinek
201 East Granger Rd.
Brooklyn Hts, Ohio 44131
Phone: 216-739-3667 **Ext:**
E-mail: diane@action-door.com

Main Business: Sales, service and installation of overhead doors, commercial and residential

Job Title: Billing / Invoice Coordinator

Full/Part-time: Full-Time **Job Hours:** Mon - Fri 8-5

Job Duties:

- Review and understand all client contracts, procedures and special requirements to create customer invoices.
- Receive all relevant parts and contractor invoices and determine accuracy and completeness.
- Perform job costing of labor and materials.
- Work closely with other departments to resolve billing conflicts.
- Assist in month-end closing of billing.
- Perform other duties as assigned

Compensation: _____

Special Notes / Additional Information:

- 1-3 yrs of relevant experience
- High School diploma or equivalent
- Valid and clean drivers license
- We are a drug free workplace and Equal Opportunity Employer

How to Contact: E-mail resume

PLEASE APPLY DIRECTLY THROUGH EMPLOYER FOR THIS POSITION

Seeking:
Adult /Job Seeker

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