

***Clima - Tech, Inc.***

**SERVICE BILLING ADMIN  
JOB DESCRIPTION**

**Department: Administration**

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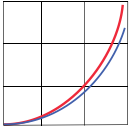
**Reports to: Controller**

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**WORK ENVIRONMENT**

The Service Billing Admin provides clerical and organizational support to the Administration Department.

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## **1. DUTIES AND RESPONSIBILITIES**

- Compile, compute, record billing, and other numerical data for billing purposes.
- Prepare billing invoices for services rendered.
- Perform miscellaneous clerical duties such as writing reports.
- Operate office equipment such as copiers, scanners, fax machines, and phone systems, and use computers for spreadsheet, word processing, other applications and customer systems.
- Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
- Learn to operate new office technologies as they are developed and implemented.
- Ability to understand and follow Company and office policies and procedures.
- Must be detailed oriented, thorough, well organized and effectively manage time.
- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Do and review payroll calculation and billing done by other admin or self.
- Customer relations, such as correspondence via email, phone, fax or in person.
- Billing according to customer requirements.
- Job costing.
- Maintain internal job spreadsheets.
- Develop and maintain positive working relationships with others, support team to reach common goals, and listen and respond appropriately to the concerns of other employees.
- Must follow all company safety policies and procedures, and immediately report any and all accidents to manager or HR department.
- Ensures customer billing and employee payroll are accurate and timely.

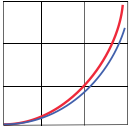
### ***Supplemental Duties***

In the event of an overload situation, Manager could ask the Admin for assistance in other duties that are not above specified, such as:

- Access to employee payroll files and company issued checks.
- Payable entry.
- Bids.
- Bilingual, English-Spanish Customer Service.
- Other miscellaneous assigned tasks, as needed

The responsibilities of this position include, but are not limited to, those listed above

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## **2. QUALIFICATIONS / SKILLS**

### **EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED).

Two years of job experience in related field.

### **SKILLS:**

Excellent computer and general organizational skills.

Reliability, dependability and flexibility.

Ability to work in team environment.

Highly motivated to learn more.

Ability to multi-task and work in time driven deadline environment.

Time management skills.

Able to work in fast paced working environment.

## **3. WORK ENVIRONMENT/PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. Specific vision abilities required by this job include close vision and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear.

Continuous sitting for prolonged periods (more than 3 consecutive hours in an 8 hour day), keyboard use (greater or equal to 75% of the workday).