

Job Description

Job Title: ITT Billing Accounts Assistant
Department: Branch 13
Reports to: ITT Manager
FLSA Status: Non-Exempt: 8:00am – 5:00pm,
Monday - Friday (40 hours per week; 1 hour lunch each day)

Summary:

Provide support and liaison to the Manufacturers, Service Dealers, Special Accounts, Customers and Department Manager.

Essential Duties and Responsibilities:

- Coordinate Contract Agreements with other dealers.
- Take phone calls regarding customer issues and work to resolve
- Assist with Manufacturer Admin to include ensuring contract records between e-automate and the Manufacturer's system match.
- Create Sales Orders for incoming equipment monitor movement in e-automate
- Maintain accurate data in E-Automate for billings
- Process equipment moves, swaps, loaners as related to ITT
- Manufacturer meter imports and exports
- Manufacturer compensation review, breakdown matching and application
- Review and approve or dispute 3rd party AP invoices
- Oversee collection and reconciliation of Dealer AR accounts
- Maintain a positive attitude and encouraging demeanor with all employees
- Ability to multi-task within your role
- Working knowledge of Excel Spreadsheets
- Assist in special projects or any other tasks as assigned by management.

Qualifications:

High school diploma or GED. Good clerical skills to include: typing speed of 40 wpm; computer experience (Microsoft Excel and Word); strong people skills; customer service experience; professional telephone communication and be multi-task oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.