



## **Junior Billing Specialist**

AP&T has a full time opening for a **Junior Billing Specialist in Port Townsend, Washington**. Our ideal candidate will have exceptional attention to detail, with excellent organizational and analytical skills.

### **Duties and Responsibilities**

- Operate computers programmed with billing and accounting software to record, store, and analyze information
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Debit, credit, and total accounts on computer spreadsheets and databases, using specialized accounting software
- Operate 10-key calculators, keyboard entry, and copy machines to perform calculations and produce documents
- Assist manager with data entry, system updates, audit requests
- Comply with federal, state, and company policies, procedures, and regulations
- Other duties as assigned

### **Candidate Qualifications**

- High School Diploma or GED.
- College level accounting coursework preferred
- Proficiency with Microsoft Office Suite
- Ability to work well independently and collaborate effectively with a team
- Ability to communicate with Customers via telephone and email and troubleshoot problems
- Basic understanding of Regulated Telecommunications and Regulated Utilities a plus
- Ability to pass a pre-employment background check and drug test

No Phone Calls Please.

Please send your resume directly to Christina Hamlin, Director of HR ([christina.h@aptalaska.com](mailto:christina.h@aptalaska.com)). This posting will close on March 20, 2020.

*EEO Employer/Vets/Disabled ~ AP&T is a Drug and Alcohol-free workplace*