



****JOB OPPORTUNITY in Folsom, California****

Position Available: Invoicing Specialist

Qualified candidates, please send resumes directly to lori.janssen@conferencedirect.com.

About ConferenceDirect:

ConferenceDirect is one of the world's leading event management and hospitality services firms. We help clients save time and money by securing the best hotel accommodations, meeting space, conference venues, and hospitality services available at the most favorable terms possible. For more than 19 years, we've been passionate about achieving better results for our clients.

See more at our website: <http://conferencedirect.com/>.

JOB SUMMARY:

This position is responsible for creating invoices and maintaining accounts receivable records for the company with a high degree of integrity and the highest of ethical standards.

RESPONSIBILITIES:

- Process invoices in compliance with company policies
- Research and resolve any invoice discrepancies
- Prepare and provide post-event audit results to customers
- Develop and maintain periodic reports and present same to management on a regular basis
- Respond to customer billing inquiries via e-mail and phone in a professional manner
- Facilitate timely receipt of payment by providing documentation when requested by customers
- Audit ledgers to ensure that they contain correct information, such as billing addresses, billing points of contact and invoice numbers
- Engage and consult with management over any invoicing problems encountered
- Identify what needs to be changed in the invoicing processes of the organization and implement such adjustments without delay, but in agreement with the top management of the organization
- Additional duties as needed

QUALIFICATIONS:

- Associate's degree in Accounting, Finance or related field or equivalent experience
- 2+ years of experience in accounting, sales, ERP systems use and management
- Hotel experience preferred

KEY SKILLS:

- Strong written and verbal communications skills
- A drive to develop and improve efficiency and quality of processes



- A service-oriented and positive attitude
- High attention to detail
- Strong ethical standards and high degree of integrity
- Willing to adapt quickly to change
- Proficient in Microsoft Office Suite, Great Plains or other accounting software

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.