



Job Title: Contract Biller
Reports to: Controller
Salary Range: Hourly DOE

The primary function of this role is to maintain bill file integrity through post-sale contract maintenance. Provide support and help resolve customer billing problems and/or issues. Provide support in resolving questions other departments may have regarding maintenance contracts.

Duties & Responsibilities:

Contracts

- Set up new contracts
- Scan new customer files to designated drive
- Renew contracts daily, as needed
- Collaborate with Nevill Intelligence group on NI contact set ups and monthly billing
- Process additions/addendum to contracts as needed
- Process file credit/debits
- Add notes to equipment records, as needed
- Cancel contracts and scan copies of maintenance cancellation notices to designated drive
- Handle dealer ship-in contracts
- Process credit re-bills

Invoices

- Distribute daily invoices to dispatch, supplies and contract areas
- Provide support to internal and external customers
- Provide team support to co-workers
- Maintain a professional attitude and work environment
- Special projects as assigned

Minimum Qualifications:

- Current Driver's License
- High School and/or GED
- Some college course work, preferred
- Ability to work with Microsoft programs, including excel, word and outlook
- Have effective communication skills
- Ability to follow directions with minimum amount of supervision
- Ability to work with diverse groups and be a Team player