



## LANDMARK STAFFING

**Position: Revenue Accountant and Billing Clerk**

**Location: Grand Junction, CO**

**Type: Full Time**

**Department: Corporate Finance & Accounting**

**Reports To: Corporate Revenue Accounting Manager**

**Wage: \$19.00/ hour**

**Job Summary:** This position is responsible for reviewing and posting the distribution of revenue to drivers and to the agencies involved in the transaction at the completion of every move. Following established policies and procedures, and via communication with all involved parties, justifies the hours, miles, and fees for services reported prior to their distribution.

### **Job Responsibilities:**

- Review the AR-23's and work tickets, document labor performed by packers, loaders, and drivers at origin and their complementary services at destination, ensuring that all of Mesa's services are authorized by the shipper or account and that they correspond with the normal flow of the subject move.
- Communicate with coordination, dispatch or operations to gather needed paperwork or answer remaining questions on a timely and professional basis.
- Accurately input collected and verified data and release the order through pricing within 10 days of delivering, making sure to verify customer numbers.
- Electronically request UVL's invoice, within a 48-hour window, based on the verified labor and delivery charges.
- Accurately post the collected and verified data to the billing system for MMS and verify that the correct codes were utilized based upon information provided by the UVL system.
- Produce driver settlements by printing statements for correct pay periods and verify that each driver has backup for individual charges showing on the report. Verify balance forward numbers and that previous payments are debited to the accounts. Work closely with the Operations Manager and Revenue Accounting Manager to audit the entries on the revenue statements. Prepare each driver's payment by processing appropriate information in the MMS per current processes.
- Communicate effectively with drivers regarding commission pay.
- Post monthly commercial storage customer invoicing.
- Submit all backup documentation to Unigroup TransDocs Imaging System in a timely fashion.
- Assist with revenue order file check-in process, UVL invoicing printing, document request duties, and filing whenever needed. Assist with Unigroup TransDocs Portal check-in process.

### **Job Requirements:**

- High School Diploma or equivalent; One to three years' general accounting
- Good business math skills.
- Intermediate computer and software literacy including all Microsoft Office products and accounting software.
- Good verbal and written communication skills.



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- Strong customer service focus.
- Ability to visualize the moving process analytically to determine if the workflow supports the services and amounts invoiced.
- Knowledge of the components of moving costs and the relationship between the local company's involvement and the van line's participation.
- Skilled at resolving discrepancies with the van line's personnel, local employees, and owner/operators in order to distribute revenue properly.
- Able to maintain confidentiality regarding company accounting practices and procedures, including vendor and customer information.
- Attention to detail and able to multitask; able to prioritize responsibilities appropriately.
- Knowledge of generally accepted accounting principles, business transaction, and interval control principles; able to visualize the double entry impact of transactions.
- Understand branch and intercompany accounting procedures.
- Accuracy and completeness in work habits.
- Adherence to all company policies & procedures.
- Willingness to work overtime when necessary to meet deadlines.
- Conduct all activities in a professional manner, ensuring good business relationships with vendors, customers, and employees.