



Now hiring

Billing representative

DEPARTMENT: Transit Systems HOURS PER WEEK: 40/hours – Full Year

PAY RANGE: RH1/L2

POSITION DESCRIPTION

General Scope of Duties:

The **Billing Representative** is responsible for accurate & efficient data entry for all completed transportation within the business, and capable of operating required software systems. Billing, uploading and importing data, conduct routine audits, and payment document preparation. Trip and member validation for completed trip data occurring, to ensure compliancy against contract requirements to reduce risk. The ability to perform all customer service functions, processing mail, answering incoming calls, and Accounts Payable transactions. Align with the Agency mission in all aspects of work.

General Requirements:

- Adequate transportation and ability to meet and maintain WCAP's minimum insurance requirements.
- Ability to meet WCAP background clearance requirements.

Experience and Skill Requirements:

The following experience and skills are considered essential:

- At least two years of AP office experience or other qualified work experience.
- Ability to perform accurate and organized record keeping.
- Strong communication skills.
- Proficient data entry and word processing skills, and high attention to detail.
- Strong time management and organizational skills.
- Proficient skills in Microsoft Word, Excel, Outlook, and Access.
- Required to become proficient in using Easy Rides and Abila/SoftTrac.
- Must be flexible and able to work with multiple staff members.
- Must become familiar with the Region 5 area.

Education Requirements:

The following education requirements are considered essential:

- High School diploma or equivalent.

*** All requirements and skills are considered to be essential, unless otherwise indicated*

A detailed job description is available on our website: www.waldocap.org. Please submit a completed WCAP employment application also available on our website to: Human Resources, WCAP, PO Box 130, Belfast, ME 04915. This position will remain open until a suitable applicant is found. WCAP is an Equal Opportunity Employer.