



A/R & Billing Specialist

Location: San Ramon, CA

Department: Accounts Receivable

Employment: Monday through Friday 8:00am to 5:00pm

Salary: TBD

About Our Company

Come work for a great company with strong employee retention and a team of industry veterans with true passion for what they do. GSO, a General Logistics Systems Company, is a leading regional delivery carrier which has been providing Priority, Ground, and Freight services throughout the West since 1995. Thousands of companies across all industries rely on our company to deliver time-critical packages and documents every day because we've got an amazing team that goes the extra mile for our customers. We're always looking to expand our team with like-minded professionals, therefore if this job might be a good fit for you, send us your resume.

Position Summary

This is a great start up position. You will have a chance to work with highly professional individuals that are dedicated to their role. This entry level position is perfect for someone with a newly acquired degree, and / or someone with accounting experience that is looking to fine tune these skills with a growing company. This is a team oriented environment and everyone is expected to contribute to the overall success of the organization. We are looking for dynamic, highly motivated, hardworking individuals to help us grow as a team.

Responsibilities & Duties

- Process and mail invoices
- Post cash receipts to customer accounts timely and accurately
- Reconcile cash receipts posted in A/R module daily
- Process and run credit card transaction for customers when needed
- Handle high volume incoming customer calls and emails
- Research issues related to billing discrepancies
- Respond to customer emails and calls
- Work closely with Sales Department and Operations
- Assist with special projects as needed

Qualifications Needed:

- Accounting skills
- Proficient in Word, Excel & Outlook
- Possess strong organizational, strong communication and negotiation skills
- Maintains accuracy, timeliness and consistency
- Be reliable and have strong work ethics
- Work under pressure
- Work under general supervision
- Will be able to multi-task
- Detail oriented
- Team player
- Maintains accuracy, timeliness and consistency

Preferred Qualifications

- Customer service experience 2-3 years
- Billing experience 2-3 years

Benefits for Full-Time Employees

- 401K with employer matching
- Health, Dental, Vision and Life insurance options
- PTO & Sick Leave
- Direct Deposit

To Apply

Please email your resume and cover letter to nfistner@gso.com

EEO Commitment:

GSO, a General Logistics Systems Company, is an Equal Employment Opportunity (EEO) employer and is committed to a diverse workforce. We welcome all qualified applicants to apply to at GSO and we strive to select the best qualified applicant for each position in our organization. Applicants will receive fair and impartial consideration without regard to race, sex, color, national origin, age, disability, veteran status, genetic data, gender identity, sexual orientation, religion or other legally protected status, or any other classification protected by federal, state, or local law. GSO complies with all laws and regulations relating to employment discrimination, and are always committed to doing what's right.