



### **BILLING CLERK JOB DESCRIPTION**

**Position:** Billing Clerk **Date:** August 6, 2020  
**Department:** Office **Reports To:** Carlton Addison  
**Location:** Summerville, SC

#### **SUMMARY:**

The billing clerk position is accountable for creating sale orders and invoices and issuing them to customers by all necessary means, and updating customer files. The billing clerk is also responsible for answering the phones, filing, and other duties as assigned.

#### **RESPONSIBILITIES:**

- Prepare sale orders, invoices, packing slips, and items for shipping
- Issue invoices to customers
- Weekly update on outstanding purchase orders
- Update customer files with issued invoices
- Update the customer master file with contact information
- Update pricing

#### **QUALIFICATIONS:**

- 2+ years of general accounting experience. Must be detail oriented.
- High school diploma required
- Proficiency in Microsoft applications, (Outlook, Word, Excel), and Sage or QuickBooks
- Strong organizational skills
- Ability to interface well with staff and external clients

Please send resumes to:  
[HR@carolinacushions.com](mailto:HR@carolinacushions.com) and [accounting@carolinacushions.com](mailto:accounting@carolinacushions.com)

This information outlines the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained. At anytime employees may be required to perform any other duties within this or a lower-level job upon the request of the supervisor. On occasion, employees may also be required to perform higher-level duties.