



The Billing Specialist plays a crucial role in ensuring the smooth and accurate billing of telecommunications services, contributing to the financial health of the organization, and maintaining positive customer relationships.

Responsibilities:

- Prepares, posts, verifies, and records customer payments and transactions related to accounts receivable.
- Generates monthly customer invoices.
- Maintains and updates customer files, including name or address changes, mergers, or mailing attentions.
- Research customer discrepancies and past-due amounts with the assistance of the Accounting Manager and other staff.
- Assists Accounting Manager in reconciling revenue accounts each month.
- Assists in reconciliation of all bank accounts monthly.
- Copies, files, and retrieves materials for accounts receivable as needed.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Experience in monthly subscription billing a plus.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
- Ability to operate related office equipment, such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organizational skills and attention to detail.

Education and Experience:

- High school diploma or equivalent required; associate's or bachelor's degree in accounting preferred.
- At least two years of related experience required.

At OPTK Networks we offer competitive compensation packages, ongoing career development opportunities, and a supportive team environment. If you are a driven, analytical, and detail-oriented professional looking for an exciting new challenge in the telecommunications industry, we want to hear from you!

NebraskaLink dba OPTK Networks

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