

Title: Service Invoice Administrator

Company: Total Power Limited

Location: Mississauga, ON

Job Type: Permanent, Full-Time

Post Date: September 14, 2022

We Offer

- 100% Employer Paid Medical and Dental Benefits
- Employer RRSP Matching Program
- Annual Health/Wellness Spending Accounts
- Professional Growth & Development

What You'll Do – The Role (Responsibilities)

- Monitor multiple National Smart Lists to determine available calls that can be invoiced.
- Create Customer invoices for contractual Field Service work performed. Ensure accuracy in amounts compared to contract.
- Process invoices and forward to our customers by mail or email, adjusting invoices as needed with required credits
- Monitor return invoice inbox for customer correspondence and rejected invoices.
- Follow-up with the branches, technicians for completion of documentation.
- Verify that all supporting documentation is attached to each invoice.
- Metrics set in place with monthly goals to be achieved.
- Attend quarterly meetings and be ready to share ideas revolving around invoicing.
- Work with Customer Service to ensure that all schedule contract work is completed and invoiced monthly.
- Confirm that the value invoiced aligns with the scope of work.
- Interact with other department personnel to ensure accurate accounting on all invoices.
- Ensure all related company documents are accurate, professional, spell checked, and aesthetically pleasing for all our customers, and suppliers.
- Work with the Customer Support Manager and contracts department to establish policies, practices, and systems to improve the invoicing function and process.
- Other tasks and responsibilities as may be required from time to time consistent with the position of Invoicing Administrator and the job description and duties set out herein.

What You Need (Requirements)

- Minimum 2 years' similar work experience in a corporate environment
- Related post-secondary education preferred, or similar in education and experience.
- Working experience in CRM and Wennsoft products.
- Excellent computer skills. General understanding of computerized accounting systems.
- Excellent working knowledge of Microsoft Office.
- Good organizational, time management and prioritizing skills.
- Strong problem identification resolution skills.
- Adhere to all Health and Safety rules and recommendations, never making compromises in a situation that is potentially unsafe.
- In the case of a power outage or declared State of Emergency by any level of Government in Ontario, be available for work.

Working Conditions

- Manual dexterity required to use desktop computer and peripherals.
- Overtime as required.
- Lifting or moving up to 10lbs may be required.

SOUNDS LIKE YOU?? APPLY NOW

A little bit about Us...

Proudly Canadian and respected throughout the industry, we have built our success through expertise, integrity, and innovation in providing on-site power generating solutions nationwide. For more than 60 years, our unparalleled reputation for delivering the right generator solution and superior customer service has been built by our loyal Customers. Visit us at www.totalpower.ca to learn more about us.

Our growth: As Canada's 1st Choice for PowerGen, we've been growing quickly and aim to keep doing so – if you want to be part of our success story, join our family and grow with us!

Our culture: Our employees are our biggest asset; their engagement and passion are the key to our success. We EMPOWER them to be ENGAGED!

“Thank you for making this company a very warming and welcoming place to work and do business in.” – Service Manager

Selected candidates with disabilities who require support in the selection process will be accommodated to the best of our ability. Please let us know how we can help.

**Only those selected for an interview will be contacted.
No Agencies please.**