



## Billing / Invoicing Officer

Hays • Newcastle Area NSW



Base pay

\$55,000 - \$70,000



Work type

Permanent



Contract type

Not provided

### Job details



Date posted

**11 May 2022**



Expiring date

**11 May 2023**



Category

**Accounting**



Occupation

**Accounts Clerk/Officer**



Base pay

**\$55,000 - \$70,000**



Work type

**Permanent**



Job mode

**Standard/Business Hours**

### Full job description

#### Your new company

**Join a well-known organisation.**

#### Your new role

- Invoicing
- Billing
- Assist with a variety of administration functions, as directed by the Team Leader.
- Confident and competent with the operation of administration.
- Support internal and external communication processes and display confidence and competence with the operation of the organisation's administration infrastructure.
- Manage communications between Accounts Payable team and key external business partner.
- Track and manage responses with key external business partner.
- Confirm and format files for transfer to business partner.
- This will require the use of file conversion software to ensure all files are of the same format.
- Timely communication with colleagues and wider staff members.

#### What you'll need to succeed

- Previous experience essential
- Reporting to AP Manager
- High attention to detail
- Data entry accuracy
- Team player
- Positive attitude

- Demonstrate continued commitment to their professional development

**What you'll get in return**

- \$65k +Super
- Central Coast location - Erina
- Vaccination Essential

**What you need to do now**

If you're interested in this role, forward an up-to-date copy of your CV,  
Roxann.Bentley@hays.com.au.

If this job isn't quite right for you but you are looking for a new position, please  
contact us for a confidential discussion on your career.

**LHS 297508 #2648644**