

# Accounts Receivable Billing Specialist

---

## Enseo

For more than 20 years, Enseo has been known as the backbone of the hospitality in-room experience. The company's superior products, including set-back boxes and applications, are preferred by the world's largest hotel groups. Enseo is a dynamic and fast-paced technology provider that is transforming industries with emerging digital products. We are always on the lookout for world-class talent with a passion for exceeding expectations. Is that you?

## General Description

Enseo's AR Billing Specialist resolves collections by examining customer payment plans, payment history, coordinating contact with collections department. Accomplishes accounting and organization mission by completing related results as needed; is highly motivated and energetic, and reports to our Controller.

## Skills

- Do you have NetSuite experience?
- Would you rate your Excel skills as superb?
- Do you know how to pivot tables and do v-lookups?
- Are you highly analytical?
- Do you love problem solving and multi-tasking?

If you can answer yes to these questions, keep reading!

## Responsibilities

We will rely on your arsenal of skills and talents to perform the following:

You will:

- Handle Order Entry of Recurring Orders – activations and amendments.
- Generate invoices – initial capex, daily shipments, billbacks, theme changes (from emails), service calls
- Prepare and mail monthly customer statements with current account status
- Handle cash applications – Daily lockbox, wires, ACH
- Answer phone calls and Customer inquiries
- Reconcile the bank statements monthly.

## Benefits

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive pay and an extensive benefits package including paid time off, medical, dental and vision benefits. Plus, we work to maintain the best possible environment for our employees and strive to

provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

**Enseo is an Equal Opportunity Employer.**

We celebrate diversity and are committed to creating an inclusive work environment for all employees.

**Please send resume to Katy Ericson, Vice President of Human Resources at [kericson@enseo.com](mailto:kericson@enseo.com)**