



SAFETY | CUSTOMERS | CAREERS | COMMUNITIES | STRUCTURES

Construction Invoicing Specialist

At RedBuilt we are builders. We build relationships, products, communities, and careers. We are seeking to add a qualified individual to our team in the role of Invoicing Specialist. Responsibilities include preparing customer invoices, accurately determined from a variety of documents including the signed contracts, change orders, pricing schedules, and delivery support. Individual may also eventually cross train and provide back up support to accounts payable processing. Completing these complex processes with a high degree of attention to detail and accuracy is of utmost importance to company income, sales commissions, sales tax compliance, and customer relationships.

To succeed in this role, applicant must be adaptive and detail oriented. The Invoicing Specialist will need to learn and understand RedBuilt's processes and products. Experience with commercial construction, particularly the timing and documentation involved, is preferred. We are looking for people who thrive in a collaborative team environment, and balance high attention to detail with the ability to make estimates and judgement calls.

Essential Job Functions:

- Accurate and timely invoicing to customers
- Create, audit, and maintain documentation to support progress billing on large projects
- Ensure appropriate sales taxes are consistently applied to all invoices by the system
- Ensure proper inputs for calculation of commissions
- Additional duties as assigned

Job Requirements:

- 2+ years' experience in Accounting, Bookkeeping, Construction billing or equivalent field
- Strengths in multi-tasking and problem solving
- Excellent organizational habits
- Ability to manage multiple sources of information with extremely high attention to detail
- Ability to work well in a team atmosphere with periods of high urgency
- Must be able to deal with a variety of situations in a tactful, and cooperative manner
- Must have experience in Microsoft Excel
- Must be able to learn new software quickly, (NetSuite knowledge preferred)

Job type: Full Time
Location: Boise, Idaho

In exchange for your skills and talents, we offer a competitive compensation and benefits package, which includes health, dental, vision, 401K with company match, profit sharing, and flexible schedules and the opportunity to work from home during the pandemic.

If this sounds like you, we'd love to hear from you!

Email your resume to Shanna Wheeler by November 20, 2020. Swheeler@redbuilt.com