



**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 will also cross train and provide limited back up support to other finance functions. 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, someone who likes the satisfaction of completing puzzles. The Invoicing Specialist will learn about RedBuilt's processes and products, though experience with commercial construction, especially the timing and documentation involved, is preferred. We are looking for a person who thrives in a collaborative team environment, and balances 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 invoices by the system's tax engine
- Ensure proper inputs for calculation of commissions
- Additional duties as assigned

### **Job Requirements:**

- Bachelor's Degree or 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
- Tactful and clear communication skills to resolve questions expediently
- Must have experience in Microsoft Excel, (pivot table knowledge preferred)
- 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 including the opportunity to work a hybrid schedule partially from home.

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

Email your resume to Shanna Wheeler, [Swheeler@redbuilt.com](mailto:Swheeler@redbuilt.com)