

Job Announcement

Olive Insurance Agency, LLC is searching for a Billing Accounts Manager to help us with a variety of billing and clerical tasks around the office. In this position, you will answer phones, maintain our database and file systems, and act as a receptionist when clients visit the office. You will also complete data entry and bookkeeping tasks, so you should be familiar with a wide variety of office administration duties. Our ideal applicant has experience in billing or accounting and strong communication and phone skills.

Working Title: Billing Accounts Manager Close Date: January 25, 2024

Salary: \$25.00/hour (30 Hour Week)

Anticipated Start Date: February 1, 2024

Billing Accounts Manager Duties and Responsibilities:

Answer phone calls and emails

Keep an organized file system for important documents

Create and send invoices to clients

Maintaining a positive, empathetic, and professional attitude toward customers

Communicating with customers through various channels

Processing payments, forms, applications, and requests

Keeping records of customer interactions, transactions, comments, etc.

Communicating and coordinating with colleagues as necessary

Billing Accounts Manager Requirements and Qualifications:

High school diploma or GED certificate

Valid Driver's License

Dependable form of transportation

Administrative and data entry experience

Strong phone, communication, and organizational skills

Proficiency with Quickbooks, Microsoft Excel & Word, & Adobe Acrobat

Olive Insurance Agency, LLC is an equal opportunity, affirmative action institution. Olive Insurance Agency, LLC welcomes applications without regard to age, race/color, gender (including pregnancy), national origin, disability, religion, marital or parental status, protected veteran status, military service, genetic information, sexual orientation or gender identity. Persons must have proof of legal authority to work in the United States on the first day of employment. All applicant information is subject to public disclosure under the Texas Freedom of Information Act.