



METAL SHARK
METALSHARKBOATS.COM

Job Title: Billing Coordinator

Position Summary: Metal Shark is a small, fast growing company and is need of a capable, intelligent, and efficient Billing Coordinator. The prospective employee will perform accounts receivable functions including billing, processing of invoices, collection of invoices, and record keeping.

Typical Duties/Responsibilities of Position:

- Review newly awarded contracts and enter sales orders into Epicor
- Gather build status of multiple vessels to decipher when milestone payment invoices should be submitted to customers
- Post daily deposits
- Issue and post invoices, credits, and payments
- Initiate collections on past due invoices
- Verify that all milestone invoices have been submitted and equal to the total contract value
- Work in partnership with operations to invoice time and material jobs
- Gather documentation to support customer invoices
- Hold weekly meetings with CFO and Controller to discuss status of receivables

Qualifications/Experience:

- Requires 2+ years of experience in Accounts Receivable
- High School diploma required
- Must be well organized and a self-starter
- Ability to work in a fast-paced and high-volume environment with emphasis on accuracy and efficiency
- Ability to communicate with employees and customers in a professional manner
- Requires effective oral and written communications skills
- Must be able to multitask and handle daily interruptions from employees while still making progress on strategic initiatives and daily deliverables
- Possess advanced skills in Excel and intermediate skills in the other Microsoft Office Suite (Outlook, PowerPoint, and Word)

About Us: Metal Shark is a leading shipbuilder specializing in the design and production of boats and ships for military, law enforcement, fire rescue, and a wide spectrum of commercial applications. At its facilities in Franklin and Jeanerette Louisiana, and Bayou La Batre, Alabama, Metal Shark manufactures vessels in aluminum, steel, and fiberglass, with current capabilities supporting production for vessels up to 300' in length.

Signature: _____

Date: _____