



## Billing Specialist

Corporate: Research Triangle Park/Morrisville, North Carolina, USA  
500 Perimeter Park Drive Suite D, Morrisville, NC 27560

### Job Title: Billing Specialist

Department: Accounting

Status: Full-time

## About Us:

Issuer Direct (NYSE: ISDR) is a global industry-leading communications and compliance platform company focusing on the needs of corporate issuers. Issuer Direct has offices in the UK, Canada and multiple locations across the US, but is headquartered in Research Triangle Park, NC. Issuer Direct serves more than 4,000 public and private companies in more than 18 countries.

As one of fastest growing companies in our space, we are excited to be recruiting for skilled professionals looking to be a part of our dynamic team!

We're looking for Billing Specialist to join our Accounting team. You will be responsible for the accurate and timely billing of customers, including processing orders, and other contract changes. Additionally, the Billing Specialist will be responsible for supporting the Revenue Recognition Manager with other various requests, such as maintaining accounting records and supporting the rest of the accounting and finance team.

## A Day in the Life:

- Assist the Accounting Department with invoicing, accounts payable processing, and accounts receivable collection.
- Prepare accounting related entries to numerous registers, journals and logs.
- Follow company's established process.
- Organize accounting records.
- Enter financial transactions into internal databases.
- Verify items billed against items ordered and received and reconcile differences through follow-up with the vendor and/or other employees.
- Post financial data to appropriate accounts in an automated accounting system, according to instructions.

## About You:

### Knowledge, Skills & Abilities

- Engage and partner with clients and internal partners as required
- Prefer working in a collaborative, team-based environment
- Excellent oral and written communication skills
- Knowledge in A/R & billing
- Excel in problem-solving
- Self-driven
- Excellent time management and organizational skills



- Ability to prioritize and leverage resources successfully
- Proficiency in PC/Internet technologies and Microsoft Office Suite
- Intacct software is a plus

### Education & Experience

- BA/BS degree or equivalent work experience
- 1-2+ years' accounting or billing experience preferred
- GAAP knowledge is a plus

### Perks & Benefits:

- 100% company paid medical coverage, with optional dental & vision benefits
- 100% company paid Short-Term Disability, Long-Term Disability, and Life Insurance
- 100% company paid Telemedicine
- Employee Assistance Program & Health Advocate available for all employees
- Flexible Spending Account (FSA) & Health Savings Account (HSA)
- Company discounts on social & entertainment
- 401(k) with match
- Generous and flexible PTO policy & Holiday Pay

Issuer Direct is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

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