



**SEFNCO Communications is currently recruiting for
A Billing Admin to support our Centennial, CO location!**

Operating from multiple locations, SEFNCO Communications has the ability to provide single source engineering, construction, and management solutions that meet the growing needs of phone, broadband, cable and cellular companies throughout the Western United States. Our expertise has positioned us to support local, State, and Federal agencies, including military installations. It is the same fundamentals that founded the company that drive the company today. SEFNCO Communications is committed to providing the highest level of quality service to our customers and the communities we live in.

Summary:

The primary role of the Billing Administrative Assistant is to assist the Area Manager and OPEs with internal tracking of finances and construction documents and process in-house and sub invoices.

This role reports directly to the Area Manager and interacts with all levels of the organization.

Key Duties & Responsibilities:

- Assist in tracking and balancing revenues and expenses for every job generated.
- Track all internal, subcontractors and pass through revenue.
- Track all internal and subcontractor invoices.
- Daily status reporting on funding
- Quality Control all internal and subcontractor purchase orders.
- Quality control all internal and subcontractor invoicing.
- Regular photocopying and filing of documents.
- Assist with map mark-ups and asbuilt drawings.
- Assists in reviewing all invoices for appropriate documentation and approval prior to payment.
- Participate in a wide variety of special projects and compile a variety of special reports.
- Conform with and abide by all regulations, policies, work procedures, and instructions.
- Special projects- reports, filing, research, etc
- May provide backup support and assistance to other staff members

Desired Knowledge, Skills, and Abilities:

- High school graduate required with some college or trade school preferred.
- General knowledge of basic accounting rules and procedures required.
- Proven strong analytic/problem solving/arithmetic skills.
- Highly organized person and can show planning and processes to support daily work.
- Proficient with Microsoft Office products (with emphasis on Excel).
- Experience working with database software.
- Ability to become proficient with customer "Host Systems" as required.
- Practical and conceptual thinking as related to project descriptions and needs.
- Excellent verbal, written, and interpersonal skills.
- Communicate with co-workers, management, customers and vendors in a courteous and professional manner.
- Ability to work on multiple projects at once.

- Ability to work in a fast paced high volume work environment.
- Dependable, flexibility to work weekends and holidays, as needed.
- Work independently under minimal supervision.
- Must be able to sit for prolonged periods of time in front of a computer.
- Must be able to perform physical activities (lifting heavy equipment up to 25lbs unassisted, bending, standing, climbing, or walking).

Benefits:

- Competitive wage
- Medical
- Prescription
- Vision
- Dental
- 401(k)
- Paid Time Off (PTO)
- Holidays
- Life Insurance/AD&D

Interested and qualified candidates: Please send your resume via this posting

Pre-employment drug screen and criminal background check required. SEFNCO participates in E-Verify and E-Screen.

SEFNCO is an Equal Opportunity Employer