

## Billing Specialist - Early Career (Hybrid)

[Sterling, IL](#) • Accounts Receivable

### Job Type

Full-time

### Description

We are HALO! We connect people and brands to create unforgettable, meaningful, and lasting experiences that build brand engagement and loyalty for our over 60,000 clients globally. Our nearly 2,000 employees and 1,000 Account Executives located in 40+ sales offices across the United States are the reason HALO is the global leader in branded merchandise, uniform programs, and recognition and incentive solutions.

This early career **Billing Specialist** role will be responsible for controlling all aspects of the billing process from producing invoices to following up on outstanding payments. The Billing Specialist is a key player in making sure the organization receives payment in a timely manner for its products and services rendered. They will perform billing verification, communicate with internal clients regarding discrepancies, process payments, perform reconciliations and maintain up-to-date record keeping.

HALO believes in bringing teams and individuals together in a collaborative environment. For candidates that live within a 30-mile radius of our Illinois offices, the following will apply:

- If you reside within a 30-mile radius of our Sterling, IL office, you are required to work a hybrid schedule, working in-person anywhere from 1-3 times a week.
- If you reside within a 30-mile radius of our Oakbrook, IL office, you may be required to work a hybrid schedule, working in-person anywhere from 1-3 times a week, at a later time.

### Responsibilities

- Create and prepare invoices accurately and promptly based on the client information, contracts, or agreements.
- Communicate with other departments such as sales, customer service, and finance to address billing-related issues in a timely matter.
- Track invoice status by recording transactions accurately in our financial system (Ariba and Coupa) and allocate payments to the appropriate accounts.
- Validate amount against customer purchase order (PO), corrections, freight, and tax costs to ensure accuracy.
- Manage client rejected invoices by partnering with Sales team to valid billing discrepancies.
- Document all resolution notes within system to ensure up-to-date client and billing information.
- Providing swing coverage for Collection Representatives during peak demand.

### Requirements

- 2+ years of office-based clerical experience.
- High School diploma or GED.
- Experience in Microsoft Word, Excel, and Outlook.
- Enjoy problem-solving, and helping customers.
- Comfortable making judgment calls, and prioritizing workload.
- Excellent oral, written and interpersonal communication skills.
- Motivated by working in a goal-oriented, deadline-driven team with autonomy in how you work.
- Ability to deliver under deadlines with a high level of accuracy.

## Preferred qualifications

- Previous role in data entry.
- 2+ years of experience in AR, AP and/or Credit & Collections.
- Working knowledge of ERP systems (to track customer interactions).
- Previous experience in the promotional products industry experience.

## More about HALO

At HALO, we unleash the energy of our client's brands and amplify their stories to capture the attention of those who matter most. For that reason, more than 60,000 small- and mid-sized businesses work with HALO and have made us the global leader of the branded merchandise industry.

- **Career Advancement:** At HALO, we love promoting from within. Internal promotions is the key to our exponential growth in the last few years. With so many industry leaders at HALO, you'll have the opportunity to accelerate your career by learning from their experience, insights, and skills and gain access to HALO's influential global network, leadership experiences, and diverse thinking.
- **Culture:** We love working here and know that you will too. You can expect a positive culture of ingenuity, inclusion, and relentless determination. We push the limits of possibilities and imagination by staying curious, humble, and provocative in order to break through yesterday's limit. Diversity is the source of our creativity and we thrive when each of us contributes to an inclusive culture of respect, dignity, and equity mindset in everything we do. We keep our promise for excellence with an unrelenting commitment to achieving results and supporting one another to stay accountable, transparent, and dependable.
- **Recognition:** You're going to succeed here, and you can count on us to celebrate your wins. Colleagues across the company will join in recognizing your big milestones and nominate you for awards. Over time, you'll earn so much recognition that you can convert into gift cards, trips, concerts, and merchandise at your favorite brands.
- **Flexibility:** Most roles offer hybrid work. In addition, we pride ourselves on flexible schedules that help you find a balance between professional and personal demands. We believe that supporting our customers is the priority and trust that you and your manager will find a schedule to achieve that priority.
- **Stay well at HALO:** At HALO, we have benefits that support all parts of your life and to find a work-life balance custom to you. We offer nation-wide coverage Medical, Dental, Vision, Life and Disability insurance, and additional Voluntary Benefits. Prepare your financial future with our 401K Retirement Savings Plan, Health Savings Accounts (HSA), and Flexible Spending Accounts (FSA).

HALO is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We insist on an environment of mutual respect where equal employment opportunities are available to all applicants without regard to race, color, religion, sex, pregnancy (including childbirth, lactation and related medical conditions), national origin, age, physical and mental disability, marital status, sexual orientation, gender identity, gender expression, genetic information (including characteristics and testing), military and veteran status, and any other characteristic protected by applicable law. Inclusion is a core value at HALO and we seek to recruit, develop and retain the most talented people.