

BILLING / SETTLEMENT COORDINATOR

JOB DESCRIPTION:

Job Description: The Billing / Settlement Coordinator position is an entry-level position in a fast paced environment on the cutting edge of the transportation brokerage industry. Be an essential part of the Reliant's Accounting Team as this position is responsible for verifying the accuracy of customer load settlement data and for processing timely load settlements and carrier payments. Load settlements are what drives our Company's profitability, so you will be directly involved with the critical business elements of the Company.

Working hard to learn how our loads are booked, how various customers are billed, coordinate carrier payments and deductions, and develop relationships with our carrier base will ensure your future success with the Company. If you are energetic, hardworking, able to work in a fast paced environment, and enjoy transactional accounting work; then Reliant Transportation is the company for you.

KEY RESPONSIBILITIES:

- Verify the accuracy of load settlement data based upon proof of delivery documentation turned in by carriers compared to customer loads entered into the dispatch system.
- Index daily batches with proof of delivery documents scanned by carriers and submitted electronically and mailed for settlement.
- Process daily carrier settlement payments by ACH or check, including deductions for fuel card program expenses, and preparation of remittance reports.
- Follow up on discrepancies with Reliant's Logistics Team, customers, or carriers to resolve load settlement issues.
- Assist with processing daily customer billings and e-mail, fax, or mail invoices with required documentation.
- Monitor carrier accounts to ensure that deductions are applied in a timely manner and that carrier accounts are current.
- Regular attendance and all other duties as assigned.

JOB SKILLS:

- Experience and understanding of accounting and billing systems
- Ability to communicate well with carriers, customers, and other Reliant Team members
- Attention to detail and the ability to problem solve
- Able to multi-task in a fast paced environment
- Solid computer skills in Microsoft Office Products with the ability to learn logistic and accounting software quickly

EDUCATION:

- Bachelor's degree preferred, or
- Combined 3-years of, college, billing or accounting work experience preferred.

PERFORMANCE METRICS:

- Load settlement accuracy
- Timely and accurate carrier payments
- Reliable attendance and effective communication

CONTACT INFORMATION:

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