



LINEAGE

The Important Things Never Change.

Position: Billing Clerk
Reports to: Accounting Manager
Shift: Day shift Monday-Friday
Location: Kansas City, MO

OUR CULTURE

We move to the beat of a different drum. Our core values aren't just words on a piece of paper but something we strive to live out every day. We make a difference in the lives of our employees, their families, and our communities. We accomplish this by using our time, talents, and resources. Each of our locations support local charities and we offer the opportunity to participate in international mission trips.

We are committed to our culture. We rally behind our core values, and we deliver a positive experience to our customers. We celebrate our employee's success and encourage our team members to bring their insights and recommendations to the table. Are you ready to discover your true potential? Are you ready to join the Lineage family?

POSITION SUMMARY:

The Billing Clerk will reconcile daily postage expense and post to customer accounts in addition to billing for clients on a weekly and monthly basis.

DUTIES AND RESPONSIBILITIES:

- Prepares spreadsheets for billing and customers
- Reconciles postage on a daily basis
- Prepares and prints job tickets for presort customers
- Files completed job tickets
- Answers incoming telephone calls, and forwards calls to appropriate personnel or department
- Welcomes on-site visitors
- Monitors visitor access and issues passes when required
- Receives, sorts, and routes internal mail
- Live out Lineage core values of Integrity, Growth, Family Culture, Pursuit of Excellence, and Compassion in all aspects of the job
- Other duties as assigned

QUALIFICATIONS:

- 1+ years of accounts receivable and general accounting experience preferred
- Proficient in Quickbooks preferred
- Highly skilled in Microsoft Office (Word, Excel, Outlook).
- Postal Knowledge is a plus
- Problem solving skills
- Strong work ethic
- Strong computer skills and ability to learn new systems
- Creative thinking skills
- Strong organizational skills with high attention to detail
- Excellent follow through skills
- Quick/accurate data entry
- Positive attitude
- Timeliness / Attendance
- Multi-tasker with excellent time management skills



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SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- This position is in a warehouse/office environment
- Standard & specialized office equipment is used (such as computers, phones, copier, mail machine, folder inserter, printers, sorters, etc.) as well as tool use (screw driver, clamps, drills, pliers, wrenches, etc)
- Filing, bending, standing, reaching with hands/arms, using tools, etc. as necessary
- While performing the duties of this position, the employee is required to speak and hear

TRAVEL:

- This position requires little to no travel.

BENEFITS:

Lineage Offers full time employees with the following benefit options:

- Medical, Dental, Vision Insurance
- Life, Disability, and Voluntary coverages
- 401k and 401k discretionary employer contributions
- Paid Time Off
- Paid Holidays
- Bonus Programs

Please apply by sending your resume to LineageKSjobs@trustlineage.com

Lineage is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to age, race, color, sex, religion, national origin, disability, sexual orientation, gender identity or expression, pregnancy status, marital status, military or veteran status, genetic disposition or any other reason protected by law.