

**COX PETROLEUM TRANSPORT**  
**JOB DESCRIPTION**

Job Title: **Billing Clerk**

Location: Bakersfield Terminal

Reports to: Pamela Orsburn

**Job Summary:**

Billing Clerk duties include data entry, invoicing and printing, dealing with customer demands, as well as past due invoices. Processing all orders for payroll on a daily basis.

**Essential Functions/Responsibilities:**

- Preparing loads for billing make sure all charges are accurate.
- Dealing with Customer requests regarding paperwork and billing issues.
- Inputting billing information to online customer websites for payments.

**Other Duties:**

- Back up Receptionist for overflow phone calls and breaks.
- Helping Customers with paperwork requests.

**Skills Required:**

- Professionalism
- Appropriate Dress Attire
- Communication Skills
- Self Independent Worker
- Computer Skills