



Lightning Logistics, LLC.
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Scope of Job Descriptions:

It is our goal to make clear to each employee what their responsibilities are to Lightning Logistics and help them to solidify in their minds what they can do to best perform their jobs. Some of the benefits of Job Descriptions are they improve an organizations ability to manage people and roles clarifying employer expectations for the employee; provides a basis of measuring job performance; provides clear description of role for job candidates; enables pay and grading systems to be structured fairly; essential reference tool for discipline issues; and provides important reference points for training and development areas.

Purpose: To ensure all customer invoices go out in a timely manner with the correct supporting paperwork and all Carrier invoices are received and processed so as to meet the set payable deadlines.

Job Title:	Billing Specialist & A/P Coordinator	Department:	Accounting
Reports To:	CFO	Employment Status:	Full Time
		Date:	May 2014

Job Description:

Key Responsibilities:

- Check email daily and print invoices from Carriers & Factoring companies for processing as well as Bill of Ladings being emailed and faxed in from the drivers
- Enter Carrier and factoring companies invoices into ITS Dispatch
- Verify BOLs attached to Carrier invoice and make any changes needed
- Put Carrier invoices that have been separated from the BOLs together in a group by week and give them to CFO for payment processing
- Using ITS Dispatch invoice the customer for each load that has a verified BOL
- Print the invoice and match it to the BOL
- Take all BOLs turned in by Lightning drivers and in Courier Complete enter the completed loads and invoice all BOLs on hand
- Take incoming phone calls from Carriers and Factoring companies regarding invoice payment status and provide available information to caller from payables report
- Process Quick Pay invoices by entering the invoice in ITS Dispatch
- Occasionally back up for Accounts Payable writing checks whenever necessary
- Respond to customer inquiries requesting Bill of Ladings
- Customize invoices per customer request for unique situations
- Make account receivable phone calls, send out emails and resend invoice to debtors/customers to collect on outstanding invoices
- Resolve issues with debtor/customers when discrepancies occur
- Maintain records of debtor communication and responses
- Answer phones and direct calls, take messages

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Qualifications And Skills Required To Do Job:
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- High school graduate or GED with experience in a similar set up or related field
- Some ability to understand and practice bookkeeping and accounting terminology
- Knowledge of business and billing practices
- Data entry experience
- Transportation industry dispatch software experience
- Ability to operate computers and other office machines
- Knowledge of Outlook or other email software
- Ability to handle multiple-functions at the same time and remain focused through daily interruptions
- Ability to work quickly, proficiently and efficiently on a timely manner to meet deadlines
- Strong communications skills, both written and verbal