

POSITION TITLE:

Installation & Billing Manager

DEPARTMENT: G&A

LOCATION: Wenatchee, WA

COMPENSATION: Negotiable - based on experience

BENEFITS: Paid leave, medical, vision, dental, short, long, life and 401k

SCHEDULE: Full Time

TRAVEL: Periodically

JOB DESCRIPTION:

The Installation & Billing Manager is the person responsible for project management of customer installation, billing, accounts receivable, collections and telecom compliance functions.

KEY RESPONSIBILITIES:

- Ensuring all tasks get completed to install customer ordered services
- Maintaining products, services and taxes in the billing system
- Entering new customer orders to establish new services in billing system
- Billing customers and posting payments
- Accounts receivable and collections activities
- Developing and running reports for daily & monthly billing activities
- Processing vendor invoices for payable process
- State and federal telecom reporting and compliance

QUALIFICATIONS:

- Bachelor's degree or equivalent
- Project management/coordination skills and experience managing multiple tasks to end result
- Relevant telecom industry or billing system experience
- Excellent organizational skills and ability to create systems
- Experience (and enjoys) working directly with customers
- Excellent computer skills
- Excellent written, verbal and presentation skills

SCREENING BEGIN DATE: August 20, 2019

POSTING CLOSE DATE: Depending on Applicant Pool

REQUIRED APPLICANT DOCUMENTS:

- Resume
- Cover Letter
- Three professional references

BACKGROUND CHECK:

Requires a background check.

ABOUT US:

Native Network, Inc's mission is to connect tribes, tribal entities, small to mid size business and governments with next-gen telecom, broadband & digital solutions that empower them to prosper for generations to come. We provide business solutions such as VoIP & Hosted PBX, High-speed Fiber Internet, Mobile Wireless, Office 365 & Cloud, Website Design & Development, Social Media and more

OUR CORE VALUES:

As members of Native Network, Inc's organization, we shall strive to exceed our customers', employees', shareholders' and communities' expectations by conducting our business with the following values as our guide.

We:

- Are customer focused and quality driven
- Have a sense of urgency
- Deliver on what we promise
- Are honest and respectful
- Work as a team
- Have a passion for excellence
- Will do whatever it takes

EEO/AA STATEMENT:

Native Network, Inc. is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regard to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits and termination.