



GUIDEPOINT

GUIDEPOINT CAREERS

Invoice Clerk

Guidepoint's Finance team not only makes sure the bills get paid on time, but provides the company with innovative solutions to optimizing and growing our collective ROI. The team manages and organizes financial planning, forecasting, spending, and accounting information to ensure Guidepoint operates smoothly. As an Invoice Clerk you will be responsible for the communication with clients, preparing invoices and updating records.

What You'll Do:

- Serves as point of contact for Client payment inquiries via email & telephone
- Preparing Invoices for Clients - Performs daily invoicing within the accounting department of the company, supporting AR by generating timely invoices using NetSuite
- Resolve Billing Errors – research and fix billing issues
- Preparing Credit Memos
- Reviewing Client Agreements/Contracts Terms
- Maintaining and updating financial spreadsheet on daily basis, update contract reports
- Responsible for maintaining current records and update customer information in accounting system
- Support Finance Staff – providing support to billing specialist and other finance team within the company to share workload, answer questions and solve billing issues
- Special projects and analysis as needed
- Managing high volume invoicing
- Adhere to policy and procedure to maintain confidentiality and ensure compliance

What You Have:

- Bachelor's degree in Accounting and Finance
- 0-1 years' experience of related work experience, accounting experience preferred
- Must take initiative and be highly organised with attention to detail
- Excellent communication and interpersonal skills
- Entrepreneurial environment, autonomy, multi-tasking and problem-solving skills
- Ability to work in fast paced environment with a self-starter attitude
- Proficiency in Microsoft Office and Outlook experience preferred
- Knowledge of NetSuite is preferred
- Ability to prioritise work & consistently meet deadlines
- Desire to learn about the business
- Fluency in English

What We Offer:

- Competitive compensation
- Private health insurance
- Entrepreneurial environment, autonomy and fast decisions
- International exposure to the global Guidepoint service teams
- Casual work environment and compelling people
- Summer and winter team events

CONTACT US:

Would you like to be part of our team? Then we look forward to receiving your application by email to akosta@guidepoint.com

If you have any questions, contact us by email or by phone at **21 1234 1238**

Visit our site for more opportunities at <https://www.guidepoint.com/careers/>

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