

CARROLL COUNTY BUSINESS/EMPLOYMENT RESOURCE CENTER JOB ORDER FORM
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224 N. Center Street, Westminster, MD 21157, carrollworks.com

****Employers: BERC can only provide services for positions that are regular W-2 positions**

JOB TITLE: Billing Coordinator

EMPLOYER'S NAME: Blazeguard

EMPLOYER'S PRODUCT/SERVICE: Construction

ADDRESS: PO Box 1520, Sykesville, Maryland 21784

PHONE: (410) 549-6313 **FAX:**

CONTACT PERSON: Kim Bartman

TITLE: Controller

EMAIL: jobs@blazeguardfire.com

JOB DESCRIPTION: Sykesville, MD Construction company looking for an AR Billing Coordinator to join our team.

Accounting and construction experience is a plus. Large track builder experience is also a plus.

This position will require someone that is detailed and able to work in a fast paced environment and able to work independently. Needs to be computer savvy.

This position will be responsible for:

- reviewing Selections Sheets and Bids to Customer PO's
- billing large track builders on a weekly basis
- communicating with field supervisors
- reviewing timesheets for accurate billing
- weekly follow up with Customers on past due invoices
- interact with other departments

JOB REQUIREMENTS: Accounting experience

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QuickBooks experience

Construction experience a plus

Accounts Receivable/Billing experience

OTHER JOB REQUIREMENTS: Driver's License, , , AA Degree, , , , , , , ,

WAGES PER HOUR: \$24

NUMBER OF OPENINGS: 1

PERMANENT OR TEMPORARY EMPLOYMENT: PERMANENT

FULL TIME OR PART TIME: FULL TIME

OVERTIME: NO

BENEFITS: YES

PTO, 401K, Health, Dental and Vision insurance, HSA

DAYS OF WORK:

MONDAY 9 - 5 TUESDAY 9 - 5 WEDNESDAY 9 - 5 THURSDAY 9 - 5 FRIDAY 9 - 5

HOW TO APPLY: email resume to jobs@blazeguardfire.com; note "Billing Coordinator" in Subject line

WILLING TO TRAIN: YES

EXPERIENCE REQUIRED: YES

EXPERIENCE IN MONTHS: 36

MINIMUM AGE: 30

CLOSING DATE: 03/31/2021

Use Only

Posting Date 03/15/21 Follow-Up Date_____ Pull Date_____ Entered in MWE _____ Staff_____