

**Company Name: Buckeye Ready Mix, LLC.**

**Job Title: Billing**

**Employee Name:** \_\_\_\_\_

**Department: Accounting**

**Status: Hourly**

**Reports to: Controller**

Primary Duties:

- Scan daily delivery tickets and resolve any missing tickets utilizing Onbase.
- Audit/Edit daily ticket edit report for pricing, quantities and correct projects.
- Balance daily production and billing quantities.
- Produce invoices using Onbase and GTS system.
- Print and distribute invoices via US Mail and Email.

Additional Duties:

- Balance monthly cement invoices.
- Process customer credit card payments.
- Investigate and resolve customer inquiries.
- Assist sales team with inquiries.
- Enter new customers, quotes and products into Systech and GTS.
- Post customer payments into A/R system.
- Other Duties as assigned

\_\_\_\_\_  
Employee Initial & Date

\_\_\_\_\_  
Supervisor Initial & Date