
Billing Manager (Collections)

Position: We are seeking a full-time billing manager (collections) to manage portfolio of client accounts. Position involves contacting clients by phone and email regarding outstanding invoices, providing clients with information regarding their accounts, and making arrangements for payment. Candidate should be an effective communicator, both on the phone and in writing, who works well both as part of a team and independently. Candidate should be computer proficient, adept at working in Excel, detailed oriented, organized, and able to work at a fast pace. Position includes assisting in other office projects as necessary. Candidate should have prior experience working in a business environment with collections experience preferred.

Job Type: Full-time

Compensation and Benefits: Salary commensurate with experience and skill set; discretionary bonus; medical insurance; 401(k) profit-sharing plan after first year; two weeks of vacation (three weeks after third year); parking

Other: Office located in Class A office building in Woodland Hills.

Please submit a resume, a cover letter expressing your interest in the position, and salary requirement to info@caseanywhere.com.