

## Billing and Collections Specialist – Valdosta, GA

Coleman Talley LLP has an immediate opening in our Valdosta, Georgia office location for a full-time Billing and Collections Specialist. This position plays a crucial role in managing accounts receivable and ensuring timely billing processes. Salary is commensurate with experience. The successful candidate would have no less than two years' experience in the finance or accounting field.

### Job Duties

1. Assist in the billing process by preparing accurate and timely client invoices.
2. Ensure compliance with billing guidelines and resolve any discrepancies.
3. Oversee collections to minimize delinquencies.
4. Work with partners to follow up on overdue invoices and negotiate payment arrangements.
5. Monitor work-in-progress reports and collaborate with colleagues to address any billing issues.
6. Prepares accounts receivable and aging reports.
7. Communicate professionally with clients regarding billing inquiries and payment reminders.
8. Collaborate with the Accounting Department to streamline billing processes.

### Qualifications

1. Bachelor's degree in Finance, Accounting, or related field.
2. Previous experience in collections, accounts receivable, or billing roles.
3. Strong understanding of billing processes and collections strategies.
4. Excellent communication and negotiation skills.
5. Proficiency in Microsoft Office applications, particularly Excel.
6. Knowledge of accounting principles and billing software.
7. Ability to prioritize tasks and manage time effectively.
8. Attention to detail and accuracy in financial records management.
9. Ability to maintain confidentiality and handle sensitive information.

Coleman Talley LLP hires hard-working individuals with diverse backgrounds and interests. We value our culture and are proud of our respectful and friendly reputation.

### Benefits

- Paid time off
- Health Insurance
- Dental
- Vision
- Life
- Disability
- Flexible Spending Account
- 401k (including match contributions)

### How to Apply

Submit your resume and cover letter to Becky Pearson, Firm Administrator, at [jobopportunity@colemantalley.com](mailto:jobopportunity@colemantalley.com).

### About Us

Coleman Talley LLP is a leading mid-size law firm dedicated to providing trusted legal services for more than eight decades. Our comprehensive knowledge and experiences allow our team to serve a variety of legal needs across a wide spectrum of industries from our offices located in Valdosta and Atlanta, Georgia, and Jacksonville, Florida.

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