

BILLING CLERK

Valley TeleCom Group is seeking a qualified individual for the position of Billing Clerk to be responsible for processing files, bills, records, statements, adjustments, recurring charges and settlements. The individual will also process E-rate and Rural Health Care (RHC) invoicing. They will monitor accuracy of billing journals and general ledger accounts. Other duties include assisting in reviewing service orders for accuracy and assisting with payment processing. This position will report to Willcox, AZ.

Requires a high school diploma or GED certificate. Telecommunications knowledge is preferred but not essential.

Health, dental and vision insurance, 401(k) plan, retirement plan, Paid Time Off (PTO), life insurance, and long-term disability.

Applications and complete job descriptions may be obtained from our web site: www.vtc.net OR requested by calling 520-384-2231 or 1-800-421-5711. You may also pick one up at our headquarters located at 752 E. Maley Street, Willcox, AZ. This position will be open until filled. Please submit applications to: Valley Telephone Cooperative, Inc., P.O. Box 970, Willcox, AZ 85644. Attn: EMPLOYMENT. You may also fax your application and/or resume to: 520-826-1848 or email them to: employment@vtc.net. A post-offer, pre-employment drug test, motor vehicle driving record and background check will be conducted. EOE