

Title: Billing Specialist

Department: Field Operations

Report to: Controller

Location: Pomona, CA

## **SUMMARY**

Prepare, review, and submit accurate invoices in accordance with client contracts and billing schedules. Ensure compliance with Southern California Edison (SCE) billing standards and documentation requirements. Collaborate with project managers and field teams to gather necessary billing data and resolve discrepancies. Track and reconcile billing issues, including change orders, purchase orders, and time/materials. Maintain organized billing records and support month-end close processes. Respond to client inquiries regarding billing and provide timely resolution. Assist with audits and reporting as needed. The Billing Specialist will work closely with customers to facilitate timely payments and resolve any billing discrepancies.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process utility for services rendered, ensuring accuracy and compliance with regulations.
- Collaborate with customers and operations to clarify any discrepancies or missing information related to billing.
- Maintain up-to-date knowledge of utility terminology, coding guidelines, and billing regulations.
- Utilize systems effectively to manage customer records and billing information.

## **JOB REQUIREMENTS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Experience with union labor billing or time-and-materials billing models.
- Familiarity with utility contract structures and compliance requirements.
- Associate's or Bachelor's degree in Accounting, Finance, or related field.
- Minimum 2 years of billing experience, preferably in the utilities or construction industry.
- Direct experience billing Southern California Edison (SCE) is strongly preferred.
- Strong understanding of billing systems, project accounting, and financial documentation. Proficiency in Microsoft Excel and ERP/accounting software (e.g., SAP, Oracle, or similar).
- Excellent attention to detail, organizational, and communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proven experience in utility billing and coding, with a strong understanding of the utility industry.
- Familiarity with construction office operations and procedures.
- Strong knowledge of utility and powerline terminology and record management practices.
- Excellent attention to detail with strong analytical skills for resolving billing issues.

## **EDUCATION, EXPERIENCE and/or CREDENTIALS:**

*The requirements listed are representative of the knowledge, skills, minimum education, training, licensure, experience, and/or ability required.*

- Post-secondary education or a combination of relevant training and related experience;
- Minimum two (2) years' experience in a similar position;
- 1-2 year of accounting experience;
- 1-2 year of billing experience;
- Construction, powerline and/or union experience an asset.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is typically performed in an office.

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*We appreciate your interest and look forward to building something great together.*