



Job Description

Job Title: Billing Coordinator

FLSA Status: Exempt; Full-time

Salary: Competitive

Division: Corporate (Columbus, OH)

Purpose:

The purpose of this position is to be responsible for ensuring accurate, timely, and complete billing of customer invoices in alignment with company policies, client contracts, and revenue recognition standards. This role supports the Accounting Manager and all divisions by maintaining billing integrity, improving invoice accuracy, and helping to ensure strong cash flow through efficient billing operations. The position plays a critical role in coordinating with divisional internal departments such as Sales, Operations, etc. to gather billing information and resolve discrepancies.

Position Responsibilities:

- Prepare, generate, and distribute customer invoices in accordance with contract terms and billing schedules
- Ensure all billing is accurate, complete, and submitted within required deadlines
- Review supporting documentation (contracts, work orders, time logs, purchase orders) prior to invoicing
- Maintain organized billing records and ensure proper documentation is retained for audit purposes
- Verify billing data against internal systems and source documentation to ensure accuracy
- Identify and correct discrepancies in billing inputs or project/job costing data
- Assist in the application of proper billing codes, rates, and contractual terms
- Monitor outstanding invoices and assist with collections follow-up as needed
- Respond to customer billing inquiries and resolve disputes in a timely and professional manner
- Partner with the Accounts Receivable function to ensure proper application of payments
- Work closely with Operations, Project Managers, Sales, and Finance teams to gather billing inputs
- Communicate proactively with internal stakeholders regarding billing timelines and issues
- Assist in improving billing workflows and standardizing billing procedures across departments
- Assist Accounting Manager with monthly billing reconciliations and reporting
- Support audit requests by providing billing documentation and supporting schedules
- Help ensure compliance with internal controls and financial policies
- Identify opportunities to streamline billing processes and improve efficiency
- Recommend system or workflow enhancements to reduce errors and accelerate billing cycles
- Participate in ERP or billing system upgrades and testing when applicable
- Other duties as assigned.

Qualifications:

- Associate or bachelor's degree in accounting, Finance, Business Administration, or related field preferred
- 2–4 years of experience in billing, accounts receivable, or general accounting role
- Experience with project-based or service-based billing environments strongly preferred
- Proficiency in accounting or ERP systems (e.g., NetSuite, Sage, QuickBooks, SAP, or similar)



- Strong Excel skills (pivot tables, VLOOKUP/XLOOKUP, data reconciliation)
- Familiarity with invoicing systems and electronic billing platforms
- High attention to detail and strong organizational skills
- Ability to manage multiple billing cycles and deadlines simultaneously
- Customer service mindset when handling billing inquiries or disputes
- Ability to work independently while also supporting a team environment
- High level of integrity and accountability
- Excellent communication skills, attention to details and the ability to multi-task in high pressure situations.
- Must be willing and able to lift/push/pull up to 50 lbs., and willing to seek assistance for anything over 50 lbs. (should not seek to do over 50 lbs. without assistance).

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