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PARECORP.COM



**OPEN POSITION: Billing Specialist**

**JOB CODE: COR-BS-09-24**

**OFFICE LOCATION: Lincoln, RI**

**POSITION SUMMARY:**

Pare Corporation has a position available for a Billing Specialist to join our team in our Lincoln office. The primary responsibilities of this position include the coordination of the company-wide monthly billing process, maintaining project contract files, and providing support to managers.

**DUTIES AND CORE RESPONSIBILITIES:**

- Coordination of company-wide billing process, maintaining project contracts and providing support to managers.
- Other administrative duties include opening new projects, entering budgets, tracking invoices, responding to management inquiries, and file maintenance.
- Other tasks as needed/assigned. Order and maintain an inventory of office supplies.

**EDUCATION, EXPERIENCE, AND COMPETENCIES:**

- Strong computer skills, including Microsoft Excel and Word, required.
- Experience with Deltek Vision software is a plus.
- Must possess excellent organizational skills, strong attention to detail, and the ability to meet time-sensitive deadlines.

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Pare Corporation offers a solid compensation and benefits plan including:

- Competitive Salaries
- Paid Holidays and Vacations
- Health, Dental, Vision, Life, and Long-Term Disability Insurance
- 401(k) Retirement Plan with Generous Company Match
- Tuition Reimbursement
- Professional Registrations, Licensing Fees and Memberships

Pare Corporation is an Equal Opportunity Employer and maintains a policy of affirmative action for minorities and women, individuals with disabilities, and protected veterans.

Apply for this position by uploading your cover letter & resume, referencing the job code, at <http://www.parecorp.com/Careers> or mail to: Pare Corporation, 8 Blackstone Valley Place, Lincoln, RI 02865 Attn: Human Resources