



Job Description: Estimating and Billing Specialist

Location: Armona, CA

Salary: \$40K + Benefits

Job Summary:

As an Estimating and Billing Specialist, new team member will be responsible for accuracy of record keeping as it pertains to labor distribution, job costing and billing, vendor invoices and purchase orders, and job folder organization.

Experience/ Qualifications Requirements:

- Accounting/bookkeeping experience desired or A.A. degree in a business related field. Computer literacy is a MUST.
- QuickBooks experience is a definite bonus and applicant must be highly skilled in Microsoft Excel.
- Must have a clean driving record.

Additional Information- Employer is VERY friendly to the needs of the National Guard member as it pertains to drills and AT's.

If you would like to apply to this position, send your resume immediately to ngcajobs@ng.army.mil and state you are applying for this position, or you can call The Work for Warriors staff @ 916-854-4426.