

Job title	Billing Administrator USA	Reporting to	VP of Sales (USA)
Location	CASCO Pet (CASCO America LLC) Ontario, California	Position type	Full-time 7am – 3:30pm
The Company			
<p>CASCO Pet is a global business specializing in pet and aquatic shop fitting and revolutionary veterinary clinical housing with manufacturing and sales operations around the world. We are proud of our reputation for innovative and flexible designs which place us as the market leader in the pet and veterinary industry. Our sales ambition is matched by the highest commitment to customer service.</p> <p>As a B2B full line manufacturer of specialist fixtures and fittings for the pet retail and veterinary industries, we provide stores with dynamic 'retail theatre' through the provision of beautiful, innovative habitats for live animals and fish alongside our ground-breaking veterinary clinical housing range.</p> <p>Trusted by loyal clients across the globe, our products and services are tailor made for any business's animal habitat requirement and we have truly earned the reputation of leading Global Pet Retail Experts. Established in 1997, our Head Office is based in the UK with offices across Europe, the USA and Australia. Our global reach coupled with local teams, gives us unrivalled pet retail experience and knowledge, which allows us to fuse the latest, greatest, and most exciting display technologies into, balanced and cutting-edge habitats for a whole range of animals.</p>			
Job Description			
<p>The role of Billing Administrator (USA) requires a proactive and enthusiastic individual to provide efficient, professional, and comprehensive billing administration support to our USA business. The Billing Administrator will perform a wide range of clerical and accounting duties to assist the VP of Sales and USA business with company orders, and customer accounts. This is an extremely busy role where you will be required to undertake all areas of administration in this dynamic and fast paced global operation and to work with the team to ensure tasks are completed efficiently and accurately as required.</p>			
Reasons to Join CASCO Pet			
<p>This is a fantastic opportunity to be part of a growing global sales team and the opportunity to develop both yours and the company's sales and administration expertise. We are going through an exciting time; great opportunities are on the horizon and the company is growing at a fast pace. We are looking for high talents with passion to succeed and there are great opportunities for those who want to progress and succeed in their career. We offer interesting salary packages based on experience and skills and benefits including a bonus scheme.</p>			
Key accountabilities - main areas of responsibility			
Billing Administration duties <ul style="list-style-type: none"> • Assist with invoicing at month-end/year-end close as needed • Manage account balances to discover outstanding debts or other inconsistencies • Coordinate with various team members for accurate and timely recording of project costs, including time sheets, daily reports • Maintain respective accounting ledgers and journals • Check the data input in SAGE X3 to ensure accuracy of billing data • Assist in the full process for timely customer billing including preparation, proofing, finalizing, and distributing 			<u>% Time Required</u> 80%

Benefits / Incentives

- 15 days holiday per annum, (**1 additional holiday 'day' to be accrued each year of employment, up to 5 days in total – Maximum of 20 days per annum after 5 years of service).
- Group dental and health plan to begin on the 1st of the month following 90 days of employment
- 401K with safe harbor match up to 4%
- On-site parking