



American Shipping Company

250 Moonachie Road
Suite 500
Moonachie, NJ 07074
201-478-4600
201-478-4601 Fax

4500 Pacific Coast Highway
Suite 200
Long Beach, CA 90804
562-435-2327
562-435-1204 Fax

1701 E. Woodfield Road
Suite 840
Schaumburg, IL 60173
630-860-0782
630-860-1149 Fax

Consolidators

N.V.O.C.C./O.T.I.

Custom Brokers

Freight Forwarders

Worldwide Logistics

Domestic Logistics

Total Logistics Solutions

IMPORT BILLING

Job Responsibilities:

- Manage accounts payable using accounting software
- Research and audit expense not billed report received from corporate
- Establishing and maintain relationships with new and existing vendors
- Ensure invoices are entered timely and in an accurate manner while adhering to departmental procedures
- Help resolve problems and discrepancies, respond to vendor inquiries, research invoice copies, check billing documentation, and manage billing process

Skills:

- Excellent attention to detail with strong organizational ability
- Excellent computer skills knowing Excel & Word
- Strong communication skills by email and telephone
- Time management to meet multiple tasks and meet deadlines
- Data Entry
- Basic Understanding of Generally Accepted Accounting Principles (GAAP)

Recommended Qualifications:

- 5 Years or more of accounting experience
- Knowledge of the Transportation or Supply Chain Industry a plus