



For over forty years, Daycos has assisted transportation companies by creating solutions and driving revenue to their bottom line. For some transportation companies, we are a complete outsourcing provider for their financial back office. For others, we improve a piece of their internal process, such as providing technology tools that help them bill or pay invoices more efficiently or performing a post-audit to find money that was left behind.

Billing Service Specialist

The **Billing Service Specialist** is responsible for providing a high level of service to our customers by completing day-to-day tasks that move work through our billing and audit services with efficiency, accuracy, and care.

Position Responsibilities may include:

- Generating, reviewing, and submitting invoices on behalf of our customers
- Getting our customers paid faster than they or anyone else could
- Review documentation for completeness and discrepancies
- Creating positive experiences and interactions to illustrate to our customers and partners the value Daycos brings
- Continuously looking for ways to improve the experience for our customers and paying offices
- Experimenting to find ways to simplify and improve existing processes and tasks

Position Attributes:

- Adaptable to change and thrives in an evolving work environment
- Comfortable using and learning new technology
- High attention to detail and an investigative mindset
- Strong communication and interpersonal skills
- Willing to make decisions and own issues at hand
- Supports company initiatives to help Daycos reach our long-term goals
- Comfortable experimenting to find ways to simplify and improve processes

Benefits:

- Financial Benefits:
 - Retirement plan with matching
 - Health, Dental, and Vision insurance
 - Long term disability insurance, life insurance
 - Employee loan program
 - Student loan repayment
 - 529 plan matching
 - Financial education programs

- Additional Benefits:
 - Paid time off
 - Hybrid work schedule
 - On-site fitness center and other wellness incentives
 - Employee led committee offering additional creative benefits
 - Personal growth opportunities

Daycos is an Equal Opportunity Employer

Daycos shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin.