

TEMP: Invoicing Clerk (WAWF/eTools, Other EDI Portals)

Position Summary:

Custom Manufacturing & Engineering, Inc. (CME) is hiring a Temporary Invoicing Clerk to provide process authorized billings for CME customers for services or products provided working in conjunction with sales, contracts, program managers, shipping and other various departments to ensure compliance to contract requirements in a timely and efficient manner. Reviews government related contracts and/or subcontracts for CAGE code, modifications, packing requirements and WAWF, eTools, Exostar EDI system specifics. Works closely with Manufacturing Operations and Business Operations personnel to ensure all required processes, documentation and reporting is completed as required. Will perform Deltek Costpoint ERP transactions, ensure data integrity and pull required reports in support of WAWF, eTools, Exostar EDI system data entry.

Duties:

- Reviews contract, purchase/delivery order, or subcontracts for WAWF/Invoicing instructions to include CDRL DD Form 1423/SDRL instructions and compliance requirements
- Ensure ERP data and other shipping data complies with customer contract prior to billing
- Distribution of billing and shipping documentation into customer's web based EDI portals (iRapt/WAWF, Exostar, LM P2P, Boeing, Raytheon, mail, email)
- Issue invoices/ billings as required for services, materials, milestones, down payments & performance based payments
- Monitors submitted WAWF Invoices and Receiving Reports on a weekly basis
- Works with Shipping to ensure paperwork and products for shipping is prepared correctly as required (checks for proper identification of method of shipment, bill code and address in appropriate shipping vendor EDI system, and proper shipping label is printed, etc.)
- Monitor input of shipment data into Costpoint ERP and shipping documents into shared drive
- Provide support to project managers with contractual and/ or shipment issues
- Run reports to ensure invoices are being posted in a timely manner
- Ensure import/export compliance is performed on all required shipments & referenced on invoices
- Work with the Finance department to ensure customers are receiving and paying invoices in timely manner
- Serve as point of contact in resolving invoice discrepancies
- Solves clerical and administrative problems and issues in a timely manner

Skills:

- 2 to 3 years of electronic/EDI based A/R and/or contract invoicing processing experience with a proven record of responsibility and growth
- Proficient user with Wide Area Work Flow (WAWF), eTools, Exostar EDI portals
- Proficient in Deltek Costpoint ERP system or similar ERP user proficiency; Microsoft Excel and Word
- Attention to details and very organized
- Excellent oral and written communications and interpersonal skills
- Delivers superior customer service and able to work independently and collaborate with teams

- Enthusiasm for CME's clients (internal & external) and their missions

Must have the following in order to apply:

- High School Diploma or GED.
- Two (2) Years prior experience in Production and/or Manufacturing environment with experience in shipping environment desired

Required Screenings:

- Successfully Pass: Background Check, Drug Screening, Reference, & Credit Checks

An award winning Tampa Bay small business for over two decades, Custom Manufacturing & Engineering, Inc. (CME) delivers engineering, manufacturing, test, and calibration/repair services to Government and Industry. Join us at CME, where one can "Use Our Expertise to Design & Build Your Solutions". CME's culture is embodied by Core Values that are focused on: Serving the customer while protecting CME, delivering quality products and services as required, solving problems, working with energy and passion, and encouraging and developing employees that challenge themselves.

As a strong supporter of Science, Technology, Engineering and Math (STEM) and other select charitable initiatives, CME promotes and encourages employee community support to nonprofit organizations or educational institutions, especially for mentoring and school/student support. Most of CME's products and services are focused on the development and manufacturing of energy efficient and sustainable products such as more efficient power supplies, intelligent power distribution units, energy saving solar panels, and other electronic systems, end products, or components. (www.custom-mfg-eng.com).

CME is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.

As a U.S. defense contractor CME is also subject to additional rules and regulations regarding the hiring of foreign persons. In compliance with U.S. federal law, all persons hired will be required to verify identity and eligibility to work in the United States; CME cannot accept any person for employment who does not meet employment eligibility requirements, E-Verify verification, and/or is in the U.S. under a student (F1 and/or OPT, J1, or M1) and/or temporary work visa.

For the purposes of clarification, the I-9 defines eligibility of an employee as a: U.S. citizen, permanent resident card or alien registration card (Form I-551), a person with a temporary I-551 stamp on their passport or U.S. immigrant visa, and/or passport from the Federated States of Micronesia (FSM) or Republic of the Marshall Islands (RMI) with Forms I-94 or I-94A indicating nonimmigrant admissions under Compact of Free Association between the U.S. and FSM or RMI.
