



BBI LOGISTICS

Accounting level 1

Position Overview

Under the supervision of the Accounting Supervisor, the Accounting level 1 will assist with both the Accounts Payable and Receivable team.

Responsibilities

- Process all carrier invoices and paperwork for payment.
- Prepare daily deposits of various types of payments such as checks, wire payments, cash, credit card, etc.
- Responsible for positing entries and processing them into bank account.
- Approve vendor setups and corrections.
- Handle current and past due balances.
- Contact carriers to secure necessary documents.
- Enter status updates, verify rates, and upload documents.
- Handle issues with internal and external customers.
- Recover short pays or disperse overpayments made in error.
- Assist with other accounting duties as assigned.

Job Skills & Qualifications

- Strong attention to detail and organizational skills.
- Experience with Excel
- Knowledge of accounting principles.
- Ability to multi-task, work under pressure, and meet tight deadlines.
- Bachelor's degree required.

BBI Logistics, LLC is an Equal Opportunity employer.