



# Example of Analyst, Billing Job Description

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Our company is hiring for an analyst, billing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for analyst, billing

- Analyze and issue documentation as back-up that is to be submitted to the client with the invoice
- Responsible for verifying invoice payments
- Detailed preparation of Self Funded customer invoices, customer setup, accounts receivable reconciliations, and aging results
- Responsible for performing the invoicing, reconciling and maintenance of self funded customer accounts
- Basic understanding of the Self Funded Billing Processes
- Collaborates with internal partners and demonstrates ability to work with internal and external customers
- Demonstrates ability to communicate at both a technical and business level
- Prepares results of Settlements/Reconciliations
- Responsible for running standard Production reports and Ad Hoc reports as needed
- Follows all key internal controls and supports audits and variance inquiries as required

## Qualifications for analyst, billing

- A knack for knowing when and how to dig deeper into data to identify what's really going on
- Completion of an undergraduates degree in Accounting or Finance with 1-3

- Experience in a Media, Cable or Tech company is a plus
- Must be fluent in Spanish and English (both written and verbal)
- Working knowledge of local GAAP, knowledge of US GAAP highly desired
- Must be detail-oriented, able to work to the tight deadlines