



Example of Analyst, Billing Job Description

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Our growing company is looking to fill the role of analyst, billing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, billing

- Ensuring that bills are in agreement with client billing arrangements and requirements
- Overseeing that the accuracy of billing requirements is also reflected in the Salesforce system on a weekly basis
- High-level of accuracy and completeness of bill preparation prior to submitting it to the client
- Providing the highest-level customer service on all billing related tasks (email and phone communication)
- Improving client account management and finding solutions to prevent billing issues that will affect timely collections
- Tracking and reporting to the Sales team the amount of spend on accounts with purchase orders and reaching out when the quantity is low
- Analyzing and providing opportunities to drive clients to electronic billing solutions where feasible
- Helping to the team in preparing for various regular and ad hoc analytical projects of a financial nature, including external audit requests
- Responsible for bi-weekly invoice preparation and distribution
- Research/resolve billing inquiries, and assist with client account reconciliation

Qualifications for analyst, billing

- Must have strong written and verbal communication skills and be effectively bilingual in English and Japanese
- 1-3 years of experience handling a high volume of transactions

- Create and post manual journal entries
- Minimum of Associates degree in Accounting required
- Education within a Finance related field