



Example of Analyst, Billing Job Description

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Our innovative and growing company is looking for an analyst, billing. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for analyst, billing

- Extensive experience with telecommunications inventory and billing reconciliation practices
- Ensure invoices are processed accurately for services at contracted rates and proactively address all discrepancies in a timely manner
- Maintain documentation, monitor, and resolve telecommunication billing inquiries, disputes, and connection issues related to billing
- Investigating and identifying telecommunications tax structures within each state, as applicable
- Ensure invoices are consistently paid on a monthly basis, and validate status of past due balances carried forward on any invoice
- Analyze monthly telecommunication costs for all locations, to ensure consistency and accuracy in allocation of telecommunication costs
- Establish process improvements to facilitate the effective and efficient use of third party invoice processing system for management of the telecommunication billing function
- Proactively handle all internal customer requests or inquiries courteously, accurately, and expediently
- Work with Sales and Account Management teams to ensure client is billed as expected
- Analyzes billings for trends and possible issues on a regular basis

Qualifications for analyst, billing

- Bachelor's degree in Finance, Accounting or Business or 2-4 years of

- Demonstrates expertise in utilizing Microsoft Powerpoint, Visio, Word, Advanced Excel
- Ability to effectively multi-task and work in fast paced environment
- Associate or Bachelor's degree in Accounting or minimum of five years Billing/Accounting experience
- Candidate must have strong organizational skills with extreme attention to detail