



# Example of Analyst, Billing Job Description

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

## Responsibilities for analyst, billing

- Assist the billing analyst with monthly tasks including renewals, audits, aging, and chargebacks
- Attempt and execute collection calls for customers who have unpaid accounts
- Ensure product takedowns and notification to the respective departments
- Act as a liaison between departments as needed
- Investigate customer complaints/issues with products on behalf of reps/management
- Monitor and relay messages from the Customer Care inbox and phone line
- Reviewing client contracts and profile to ensure the fees are set up correctly in any billing systems
- Perform quality control checks on settlements and invoices
- Provide support and assist in projects related to financial analysis, accounting, systems and processes
- This role is client facing and will be required to liaise with key contacts as required

## Qualifications for analyst, billing

- Spanish (intermediate level or higher)
- Another European language at fluent communication level
- The interview will be held in any of the languages of the candidate
- Ability to work independently under moderate supervision
- Required occasional travel (0-10%)
- Required occasional prolonged standing or walking, reaching above shoulder

