



Example of Billing Analyst Senior Job Description

Powered by www.VelvetJobs.com

Our innovative and growing company is looking to fill the role of billing analyst senior. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for billing analyst senior

- Perform complex audits to identify issues impacting the production revenue stream
- Research defective records and define resolution plans collaborating with business partners as needed
- Responsible for leading cross-functional teams to implement network element and product validation methodology
- This position will assist the Manager, Business Services in the monthly invoice process including posting and review of client invoicing
- Prepare and process private client advisory fee bills
- Supervise work of other analysts (particularly in the scope of projects) and clerical union staff
- Provides billing direction and support to client facing professionals and billing analyst
- Investigates, identifies root causes and resolves complex billing issues utilizing firm "best practices" through coordination with client facing professionals, billing analysts, and regional finance
- First level of issue resolution escalated by the Billing Analysts or client facing professional
- Coordinates workload of Billing Analysts to ensure firm-wide billing deadlines are completed

Qualifications for billing analyst senior

- Bachelor's degree in accounting or finance or related experience
- Perform daily bill cycle operations for consumer and mass business customers (~\$1.5B monthly revenue)
- Ensure that bill cycle balancing and trending functions are executed for all billers and bill cycles
- Research out of trend issues using past and present month cycle data from finance data warehouses / data-marts
- Check for potential billing issues (over or under billing) by analyzing trends and movements of aggregate revenue categories month over month for each bill cycle