



Example of Billing Analyst Senior Job Description

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Our growing company is looking for a 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

- Monitors exceptions report and follows up with the client facing professional and business unit
- Leads billing improvement projects in individual locations as directed
- Works in concert with Regional Finance / Partners / OMP's to understand billing needs of assigned region(s)
- Research and provides timely response to internal billing inquiries
- Assists in monitoring of Unbilled Accounts Receivables (UAR) by business line and follow-ups with the appropriate individuals to insure UAR is billed in a timely manner
- Mentors and assists in the development of Billing Analysts
- Provides direction and guidance around performance and behavior of assigned Billing Analysts
- Coordinates and leads onsite support for existing locations and expansions
- Interface with business partners to obtain and develop requirements
- Document requirements and processes using business analysis techniques such as Use Cases, Activity Diagrams, Context Diagrams and Business Process Maps

Qualifications for billing analyst senior

- Collaborate with partner teams by extracting and sharing drilled down and account level data
- Escalate high-impact issues for out of trend items as needed and coordinate

- Familiarity with databases and SQL, preferably Oracle and SQL Server
- Data formatting and organization skills
- Continuous improvement and strategic thinker