



Example of Billing Analyst Senior Job Description

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Our growing company is searching for experienced candidates for the position 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

- Develop scope and obtain business partner approval on project deliverables and priorities
- Evaluate IT process change opportunities, design new process and assist in ensuring the process change is adopted
- Document existing processes and systems
- Assess high level technical impacts to IT systems components and verify these with the designers
- Verify systems changes and ensure quality standards are being met
- Facilitate JAD sessions to develop process, gather requirement, drive design and implement in fast changing organization
- Work with the designer and developers to ensure that they understand the business needs assisting the designers in working with the change management team to ensure that projects are implemented smoothly
- Develop and review test strategy, cases, and dive system integration testing
- Provide support to the QA team through the Quality Assurance testing phase
- Support project implementation by assisting the business with developing a training plan, providing material, and doing the training

Qualifications for billing analyst senior

- Management tools (MS project, Visio)
- Advanced knowledge of database query tools, Visual Basic, Microsoft Access and Excel, revenue validation tools use of macros

- Five years of billing experience and at least two years of e-billing experience required
- Experience working with Rippe & Kingston time and billing software eBillingHub is strongly preferred, but not required
- Must project a professional demeanor, effectively represent the firm, exhibit sound judgment, and maintain confidentiality