



# Example of Billing Analyst Senior Job Description

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Our growing company is hiring for a billing analyst senior. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for billing analyst senior

- Follow-up, escalate delays in receiving the data or approval from the business lines
- Manage the mapping products as an SME and answer queries raised by the business lines and approvers
- Act as a mentor for the team members and guide them with their routine tasks
- Understand the requirement from the business lines in terms of reporting requirements and implement changes to the existing mapping
- Cross train team members and create back-ups for the tasks performed
- Update query, system downtime trackers
- Identify automation opportunities in the process and ensure its completion upon approval
- Complete projects assigned by the Team Manager
- Captures, documents and tracks all product and services sold using existing billing systems, and tracking databases
- Monitors transactions through implementation and reviews for accurate and consistent billing month over month

## Qualifications for billing analyst senior

- Must possess exceptional oral and written communication and analytical skills
- Available to work before or after normal working hours as necessary in order to meet the demands of the job and needs of the firm
- Knowledge of Finance retails cubes, Qlikview & Goliath experience a plus

- Oversee contracting lifecycle activities within specific regions including contract negotiation to signature including components such as lease vs
- Scope includes regional MMS Dispensing-Pyxis Capital Sales Contracts and Master Agreements for healthcare facilities including Hospitals and Regional Networks (e.g., IDN), Non-Acute facilities, Excludes GPOs