



Example of Billing Analyst Senior Job Description

Powered by www.VelvetJobs.com

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

Responsibilities for billing analyst senior

- Ensures all monthly billing data is loaded and accounted for in the billing system
- Monitors and notifies Billing Specialist when contract/services are implemented, amended and/or renewed
- Communicates with and provides reporting to Business Units and Finance
- Ensures integrity of data flowing into billing systems is accurate and complete
- Assists with system balancing process and prepares process documentation
- Works with implementations team to ensure timely billing as services are added or implemented
- Automates production files
- Attends project meetings and work with various levels of business and IT staff
- Validates rate changes in the billing system and through the first two monthly invoice cycles
- Initiates system review requests when billing system requires IT investigation

Qualifications for billing analyst senior

- Oversee post-deal contract lifecycle, including management of installation customer database, monitoring billing/revenue performance and maintenance of equipment, supporting sales reporting, and addressing inquiries from sales/customers
- Personal courage – Strong ethical values
- 3-5 years of experience working in billing
- Strong financial background (accounting, AP)

