



Example of Billing Analyst Job Description

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Our company is looking for a billing analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for billing analyst

- Prepare monthly performance reports by alliance partners for distribution to management
- Ensure proper bookkeeping processes are in place to ensure smooth audit reviews
- Work with finance teams to conceptualize and design an operational billing model for new service-related products
- Monitor carrier performance with respect to prepaid transaction fee or subscription commitments
- Assist with financial and other projects as required
- Sending bills to clients
- Assisting with other duties as they arise
- Independently responsible for processing all billing/credit transactions for all Tasq customers
- Recommends billing adjustments and provides backup for manual billings
- Assists in the preparation and posting of billing, payments, standard journal entries and compiling segments of monthly closings

Qualifications for billing analyst

- Must be able to deliver on multiple deadlines with customer-centric focus
- Ability to take direction and embrace a changing environment
- Great organizational skills for meeting strict deadlines

- Possess ability to follow-through and maintain detailed accurate records
- Be a problem solver and analytical