

Example of Billing Analyst Job Description

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Our growing company is searching for experienced candidates for the position of billing analyst. 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

- Analyze customer reporting requirements to define report formats and identify data sources
- Daily, weekly and month balancing and billing functions
- Preparation of bills and invoices and verification of billing with accounts receivable ledger
- Processing changes in information system to support accurate and efficient billing process and financial close
- Reviewing ledger for outstanding accounts and contacts clients to initiate collections
- Supporting and contributing to revenue forecast analysis processes
- Developing full understanding of Invoicing Standard Operating Procedures with capability to identify and recommend process improvements
- Developing full understanding of requirements for interfacing with client's invoicing systems
- Developing full understanding of and monitor alignment with client specific invoicing processes and procedures
- Research and respond to billing inquiries within established turnaround times

Qualifications for billing analyst

- Knowledge of accounting principles with media and/or advertising agency experiences a plus
- BA/BS required (Accounting or Finance required)

- Daily balancing and billing functions
- English (very high level spoken and written, business use)
- German (very high level spoken and written)