



Example of Billing Analyst Job Description

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Our innovative and 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

- Accumulate invoice source data from multiple sources
- Processing invoices and entering new customer contracts and data into the system
- Work closely with both Sales, Media Operations to ensure billing accuracy
- Monthly review of the "Unbilled Report" and secure billing status from Sales Operations for unbilled balances
- Respond in a timely manner to sales and client inquiries, and assist with quarterly audits when necessary
- Occasional Ad-hoc project requested by management
- Reconcile general ledger accounts to the sub ledger aging
- Reconcile other accounts receivable accounts monthly
- Coordinating all aspects of the billing process (e.g., gathering contract billing requirements, creation and posting of invoices)
- Review all manual invoices for accuracy ensuring all information is in accordance with client pricing structure while adhering to departmental policies and procedures

Qualifications for billing analyst

- Any other European language is a definite plus
- Demonstrated ability to work well independently, part of a team
- Requires a Bachelor Degree/Diploma in Accountancy > 3 years of relevant work experience

- Two year business degree preferred
- Three years business accounting experience or similar experience preferred