



Example of Billing Analyst Job Description

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

Responsibilities for billing analyst

- Ensures quality assurance of claims related to contracts and agreements from Third Party Vendors
- Oversight and control of project invoicing from HIS suppliers
- Collate and distribute reporting to senior management
- Interface with Customer Relationship Managers to ensure accurate billing rates are utilized that at consistent with customer contracts
- Prepare monthly invoices within prescribed closing timelines
- Assist with analyzing key performance indicators
- Manage multiple priorities while employing “healthy skepticism” in fast-paced environment
- Assist with various projects and duties as required
- Follow all corporate and local financial regulations, policies and procedures
- Understand and implement PCI compliance best practices in every transaction

Qualifications for billing analyst

- 2-4 years' experience in an accounting department of a large public company
- Must have the ability to analyze and solve problems, prioritize tasks and work independently
- Candidate must be able to handle confidential and sensitive information in a professional manner
- Experience dealing with a large customer base is a plus
- Ability to work in a fast paced environment and have the flexibility to handle

- Bachelor's degree in Business from an accredited university (preferably with an emphasis in Accounting or Finance)