



Example of Revenue Specialist Job Description

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Our company is looking for a revenue specialist. 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 revenue specialist

- Provides training to staff engaged in billing data entry and related charge-capture/reconciliation activities to ensure procedures are understood and that charges booked are timely, appropriate, accurate, complete and properly documented
- Collects and reviews documentation
- Assists with reviews and analysis of non-royalty contracts to evaluate and identify potential revenue recognition issues
- Perform daily reconciliations by comparing activities in EBS and iTrack
- Audit existing Property(s) setup to determine if content, pricing and Yield Strategy is appropriate
- Verify and manage rate availability and pricing 15 months into the future following Standard Rate Plan guidelines
- Assists in performing quality control duties
- Performs specialized duties requiring thorough knowledge of customer billing or collections
- These duties include the maintenance and administration of quality assurance programs and the preparation, analysis and maintenance of performance statistics
- Resolves complex billing problems and recommends changes to computer system logic to improve customer service and workflows

Qualifications for revenue specialist

- Analyzes financial statements, quotes deposits, resolves appeals and initiates service denials
- Contacts internal and external customers, states and local officials to provide and receive information
- Prepares and files legal and accounting documents to pursue claims
- Duties may be of a varied nature or dedicated to a specialized function
- Performs special assignments or assists other business areas as necessary
- Interprets existing operational procedures and provides feedback in the development of new operational procedures to accommodate changes in the business environment