

Billing Specialist

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Company: Advisory Group TEST Human Resources

Location: Kraków

Category: office-and-administrative-support

For our Client, the company which invests and provides support and best practices to software companies, we are looking for the Candidates to join newly created Financial Center in Cracow.

Region: Kraków, małopolskie

Requirements:

Bachelor's degree in Finance, Accounting, Business Administration, or a related field

Strong knowledge of billing processes, invoicing, and revenue recognition principles

Fully communicative English (min. B2/C1)

Communicative knowledge of German or French will be an asset (it is not a must)

Proficiency in using billing software, ERP systems (NetSuite experience nice to have), and MS Excel for data analysis and reporting

Excellent analytical skills, with the ability to interpret billing data, identify trends, and resolve discrepancies

Strong attention to detail and accuracy in reviewing and reconciling billing records

Ability to collaborate effectively with cross-functional teams and communicate complex billing concepts to non-financial stakeholders

Strong organizational and time management skills, with the ability to manage multiple

tasks and meet deadlines

Exceptional problem-solving skills, with the ability to think critically and propose innovative solutions

Knowledge of relevant regulatory requirements and compliance standards related to billing operations

Responsibilities:

We are seeking a detail-oriented and analytical Billing Specialist to join our finance team.

The Billing Specialist will play a vital role in ensuring accurate and timely billing processes, resolving billing discrepancies, and providing insights to improve billing operations. The ideal candidate has a strong understanding of billing processes, excellent analytical skills, and a focus on attention to detail.

Review customer contracts, sales orders, and pricing agreements to ensure accuracy and adherence to billing guidelines

Generate and distribute customer invoices accurately and timely, ensuring compliance with contract terms and billing requirements

Conduct detailed analysis of billing data, identifying discrepancies, errors, or anomalies and resolving billing issues or disputes

Collaborate with cross-functional teams, including sales, customer service, and finance, to resolve billing-related inquiries and concerns

Perform billing reconciliations, comparing invoices with sales records and resolving any discrepancies or variances

Analyze billing trends, patterns, and key performance indicators (KPIs) to identify opportunities for process improvements and efficiency

Prepare and present billing reports and analysis to management, highlighting insights and recommendations for billing optimization

Assist in the implementation and maintenance of billing systems, ensuring data accuracy and integrity

Support billing process design

Recommend and implement billing process improvements as necessary

Collaborate with internal and external auditors, providing necessary documentation and support during audit processes

We offer:

Hybrid working model

Possibility to be a part of newly created Financial Center

Competitive salary

Comprehensive benefits package

Opportunities for professional growth

High autonomy, independence and decisiveness in acting

... and more :)

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