

United States Jobs Expertini®

Billing Specialist

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Company: Bottomline

Location: Portsmouth

Category: business-and-financial-operations

Who Are We?

Bottomline is on a mission to be the world's leading business payments company, aligning our team to the common purpose of transforming the way businesses pay and get paid.

It is a journey that goes around the world serving financial institutions and companies in more than 90 countries. Our offices across APAC are conveniently positioned to optimize our global reach. Sydney, Singapore, Bangalore, and Mumbai have state-of-the-art flexible workspaces, which truly reflect our energetic, innovative culture and mission to push the boundaries of the business payments space.

Culture and Values

We are one global team, who work with and for each other in a drive to delight customers through excellent execution, which fuels how we create and grow sustained business value for our customers, our team and all who partner with us. Our culture encourages people to be brave and curious, to drive to closure and to ensure our values and principles are lived out daily.

We excel at Bottomline because we are positive and passionate about building a

#LifeAtBottomline

Position Summary

The Order and Billing Specialist will spend the majority of their time ensuring the appropriate setup of customer contracts into systems of record, executing accounting control points around invoicing and executing invoicing of customer transactions. This role also

involves the reconciliation of revenue and billing results to control totals and comparison to various reference points such as prior periods, disparate systems, forecasts, etc.

***Hybrid work environment-** 1 day per week in Portsmouth, NH required

How You will Contribute:

Setup and review Orders/Contracts

Execution of customer invoicing of various types (batch transactional billings, subscription billings)

Reconciliation of invoicing to revenue results

Reconciliation of disparate systems

Generation of billing data

What Will Make You Successful:

At least 2 years of Billing Experience

Intermediate Microsoft Excel skills: Pivot Tables, Data sorts, Formulas, etc.

Ability to learn systems and process within a company's internal control environment

Preferred but Not required Experience:

Ability to make process improvement recommendations

Microsoft Dynamics ERP

Experience with Salesforce CRM

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