https://jobs.ua/job-billing-and-collection-specialist-3855135

Ваш надійний помічник

Billing and Collection Specialist

Київ, 2 липня

Компанія: LeadingAds (https://jobs.ua/company/id/1634495) (Всі вакансії)

Рубрики: Бухгалтерія, фінанси, облік/аудит

Побажання до співробітника

Освіта:	повна вища
Досвід роботи:	від двох років
Графік роботи:	повний робочий день

Опис вакансії

We are a dynamic and growing affiliate marketing network specializing in connecting advertisers with targeted audiences to drive high-quality leads. We are seeking a meticulous and adaptable Affiliate and Advertiser Billing Specialist to join our finance team to ensure accurate and timely billing and reporting for our affiliates and advertisers.

Key Responsibilities:

● Prepare accurate billing calculation tables and ensure timely payment collection from advertisers and affiliates.
● Generate and maintain precise billing reports in compliance with company policies.
● Oversee and manage collections for overdue accounts, maintaining strong relationships while adhering to company policies.
● Maintain and update billing records using Google Sheets, ensuring data accuracy.
●A ssist in reconciling billing discrepancies and respond to affiliate and advertiser inquiries regarding billing issues promptly.
● Collaborate with advertiser managers and finance teams to capture all costs and revenues accurately.
● Prepare ad-hoc reports and analyses as requested by management.
● Contribute to improving billing processes and procedures.
● Assist in other accounting projects as needed.

Qualifications:

● Associate’s or Bachelor’s degree in Accounting, Finance, or related field preferred.
● Experience in billing, bookkeeping, or similar roles.
● Proficiency in Google Sheets; knowledge of other spreadsheet and accounting software is a plus.
● Strong attention to detail with excellent organizational and multitasking skills.
● Ability to work independently and as part of a team.
● Excellent communication skills in English.
● Capable of meeting tight deadlines in a fast-paced environment.

Job Type & Location:
● This is a full-time position.
●T he role offers the flexibility to work remotely.

Контактна інформація

Контактна особа:	Наталія