



Billing and Collection Specialist

📍 Київ, 🕒 2
липня

Компанія: [LeadingAds](https://jobs.ua/company/id/1634495) (<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.
- Assist 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.
- The role offers the flexibility to work remotely.

Контактна інформація

Контактна особа: Наталія