



Billings Specialist

Location: Great Falls, MT

Job Summary: Assist the Billing Manager in the troubleshooting and resolution of billing issues, auditing of subscriber invoices and accounts and maintaining communication between internal customers on policies and procedures.

Essential Job Duties and Responsibilities:

- Establish and maintain all user logins and security levels for all billing related systems
- Audit subscriber invoices and accounts for quality assurance
- Distribute daily reports to designated management team
- Assist Billing Manager as needed with analyzing current and future rate plans and related testing
- Troubleshoot and communicate user problems with Billing Manager and Sentori Client Services team
- Research and resolve billing errors
- Assist Billing Manager with Lock Box File issues by troubleshooting and resolving those issues
- Provide back up to Billing Analyst
- Assist with billing and customer migration

Additional Job Duties and Responsibilities:

- Perform other duties and responsibilities as required to fulfill job functions.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory experience.

Knowledge, Skills, and Abilities:

- Excellent written and verbal communication skills necessary to work cooperatively and effectively with vendors, managers and co-workers.
- Proficient in Windows based office technologies (e.g. Word, Excel, Access, etc.)..
- Self-starter with proven decision making and problem solving ability.
- Excellent time management and organizational skills, with the ability to adapt to change.

Qualifications:

- 1 year computerized billing experience required
- This position needs someone with a talent for detail and reporting in the billing environment.
- Strong organizational and analytical skills are necessary.

Education and Experience:

- One year customer service experience is required
- One-year prior cellular industry experience preferred
- Accounting, billing experience is preferred.

E-mail your resume to hr@cellonenation.com

**Or mail to
P.O.Box 3387
Great Falls, MT 59703**

Or fax to 406-216-3047