



Diversified Systems Resources- Billing Analyst

About Us:

At DSR, "We Deliver Technology". For over 40 years, DSR has been a provider of Technical Support Services, Provisioning for high-speed internet communications, Billing Services, Software Development and EDI (Electronic Data Interchange) Applications and Services to customers ranging from small businesses to Fortune 1000.

Job Summary:

A Billing Support Analyst bills for the services that DSR provides. **Billing Analysts work heavily with Excel spreadsheets using shortcut methods**, high attention to detail with numbers, and completes billing files through specific process flows.

Responsibilities:

- Follows instructions on the training manual as well as notes taken during training
- Files project emails in a timely fashion
- Importing client billing ID's to portals
- Analyzes customer contracts to determine the impact to billing
- Identifies and resolves billing issues within a billing file
- Follows the billing guidelines on certain billing elements
- Completes billing files based on assignments and timelines given to you
- Other duties as assigned

Qualifications / Skill Requirements:

- HS Diploma/GED required
- Proficient with Microsoft Excel and familiarity with shortcut methods
- High comfortability with numbers and analyzing data
- Exceptional attention to detail pertaining to numbers, formulas, and processes
- Operation of Microsoft Office Products (Word, Excel, Outlook)
- Excellent verbal, written, and interpersonal skills to communicate with various individuals
- Proficiency in English language (reading, writing, verbal)
- Ability to prioritize and organize effectively to work on projects simultaneously
- Ability to operate in a fast moving, team-oriented, collaborative environment with tight deadlines
- Ability to use good judgment and decision-making skills

DSR provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.