



<https://intscanada.com/job/monthly-billing-analyst/>

Monthly Billing Analyst

Description

POSITION SUMMARY:

The Monthly Billing Analyst is responsible for the administration and invoicing of all monthly billing programs for Diversey Canada in accordance with monthly billing contracts and month-end deadlines. The Monthly Billing Analyst generates and distributes reports to field sales management on updates to billings processed, missing monthly billing activity reports, and distributor transfers.

RESPONSIBILITIES:

- Liaisons with all Sales groups, Corporate Accounts, Equipment, and customers to set up and process monthly billings.
- Maintain and update monthly billings in the SAP system, ensuring accuracy, and deadlines are met
- Communication and retrieval of monthly billing figures from field sales and/or customers, adhering to month-end requirements.
- Continuous building of customer, sales, and corporate relationships.
- Preparation of billing adjustments – debits and credits due to reconciliations.
- Complete Quarterly Analysis with the Manager and Sales Force to review Chemical usage and profitability
- Generation of reports using Excel/Business Intelligence.
- Maintains current and accurate files on all monthly billing customers.
- Involved with other miscellaneous tasks and special projects as required by the department
- Release, review, and resolve daily order holds

REQUIRED QUALIFICATIONS:

- High school diploma or equivalent
- 2+ years of customer/accounts management experience
- At least intermediate computer skills in the following applications: Word, Excel, and Business Intelligence
- General knowledge of business
- Self-motivated, strong attention to detail, team player able to work with minimal supervision
- SAP experience
- This position is located in the Mississauga office and is required to operate during standard Diversey core hours

PREFERRED QUALIFICATIONS:

Hiring organization

INTS Consulting

Date posted

2023-09-13

