



Contact: Human Resources  
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## **Billing Analyst**

TnT Expense Management is a private service company specializing in Telecommunications Expense Management Services. These include: Consulting, Auditing, Invoice Processing, Claims Tracking, Provisioning, Wireless Device Support and Telecom Contract negotiations. We provide our Fortune 500 clients with detailed analysis of telecommunications vendor invoices that frequently self-fund our services through the reduction in a client's telecom expenses.

## **Job Responsibilities**

The role of Billing Analyst is to manage telecom invoices assigned within the company's proprietary inventory/payment system, analyze & audit various telecommunication vendor invoices to ensure accuracy and compare orders to invoices to determine the authenticity of services billed. In addition, but not limited to: research past dues, misapplied payments, disputes, claim records and follow up on claims.

Candidates must possess Finance, Bookkeeping experience or related degree and have hands-on experience in processing vendor payables. Further experience and skill should include the following:

- Solid Experience with Excel
- Experience processing payables
- Demonstrated strong analytical skills with a working knowledge of internal Accounting structure and process.
- Aptitude for math
- Must demonstrate extreme attention to detail
- Outstanding follow-up and organizational skills
- Strong verbal and written communications
- Ability to multi-task, high energy and a self-starter
- Emphasis on Customer Service and quality
- Multi-lingual ability a plus

No relocation package provided. Comprehensive Benefit Package including Healthcare, Dental, Life Insurance, 401K, Profit Share, generous vacation allowance, friendly work environment. TnT Expense Management is an EEO provider. No calls please. Principles only.

Please submit resume including desired salary range to [HR@tnem.com](mailto:HR@tnem.com)