

ASR Group

Revenue Cycle Analyst

Lisbon Area

(m\f)

POSITION SCOPE

The primary objective of the Revenue Cycle Analyst (RCA) is to manage the processing of all transactions directly related to the Company's invoicing and provide analytical reporting of those transactions. Other areas of responsibility include Deductions Management and related reporting, as well as cross-training as a back-up for the Cash Application area.

POSITION STRATEGIC OBJECTIVES AND KEY DELIVERABLES

- In charge of the daily billing process including, but not limited to monitoring automatic billing, releasing blocked billing and accounting documents, correcting invoicing errors and creating Credit and Debit invoices.
- Identify root causes for frequent billing errors and work with the respective departments to resolve the issues.
- Design, prepare and review reports to monitor daily invoice production and drive initiatives to handle daily invoice failures.
- Ensure that Invoices are booked to the proper period during month-end closing.
- Provide support on ad hoc requests for billing-related analytics
- Maintain an updated database of unresolved deductions and work with Sales and Supply chain to ensure adherence with agreed timelines for resolution
- Assure clearings of resolved deductions and overpayments are done in a timely manner
- Assist with Cash Application as needed, to ensure receipts are properly applied and customer accounts are reconciled prior to the end of each business day

ESSENTIAL CAPABILITIES (KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL ATTRIBUTES)

- Able to maintain a detailed, working knowledge of each component of the order-to-cash process that impacts invoicing
- Strong reasoning and analytical skills to formulate and interpret meaningful key metric reports in each area of responsibility
- Attention to detail and a high level of accuracy
- Effective communication skills and ability to build and maintain strong relationships with other departments within the company
- Strong work ethic, a sense of urgency and the ability to work effectively with multiple, competing deadlines
- Fluency in written and spoken English
- Understanding of SAP, advanced Excel skills preferred.
- Team player; supports colleagues and strives to achieve the team's objectives

WORK EXPERIENCE

- 2-3 years of experience in billing, accounts receivable, revenue reporting in a multinational environment preferred.

EDUCATION REQUIREMENTS

- Bsc (University degree) in Business Management, Finance, Accountancy or related field preferred.

Applications:

<https://careers.fcc-asrgroup.com/job/Lisbon-Revenue-Cycle-Analyst-11/654057001/>