

Billing Coordinator

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Company: Sagan

Location: Buenos Aires

Category: other-general

Job Position: Billing Coordinator

Location: Remote (EST Time Zone)

Work Schedule: Monday-Friday, Full-time

About Us:

Our company is a leading tech company specializing in innovative solutions for waste and recycling management. We are currently seeking two detail-oriented and proactive Billing Coordinators to join our team and support our billing processes.

Role Overview:

As a Billing Coordinator, you will play a crucial role in ensuring the accuracy and efficiency of our vendor billing processes. You will be responsible for quality control of vendor invoice data processing, communication with third-party vendors to resolve billing discrepancies, and providing valuable feedback to our software development team to enhance our proprietary platform, Discovery.

Responsibilities:

Act as quality control for vendor invoice data processing through our proprietary software platform, Discovery.

Communicate via phone and email with third-party vendors to gather credits and additional data points based on inaccurate billing data.

Partner with operations and development teams to assist Discovery users with

intermittent issues and provide knowledgeable support.

Occasionally review contracts to ensure accurate billing based on allowable charges.

Input data into systems from source documents and ensure data meets quality standards.

Provide feedback to the software development team to improve software capabilities.

Requirements:

Proficiency in Excel, including IF statements, XLOOKUP, SUM, and COUNT functions.

Excellent written and verbal communication skills in English.

Strong attention to detail and ability to merge speed with accuracy.

Ability to interpret contract terms and understand billing processes.

Familiarity with contracts and invoices is preferred.

Knowledge of Helpscout is a plus.

While familiarity with concepts in the waste and recycling industry, including equipment, terms, and concepts, would be advantageous, it is not a mandatory requirement for this position.

Benefits:

Competitive salary (based on experience).

Remote work opportunity with flexible working hours.

Opportunity to contribute to innovative solutions in waste and recycling management.

Collaborative and supportive team environment.

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