**Billing Coordinator**

**Company Description**

Global vertical market enterprise software company with over 1000 employees and significant operations in New York City, Atlanta, Israel and India. Approximately, 75% of the Company’s commercial activity is in North America, however it has operations and customers in US, Europe, Israel, India and Australia. The Company is majority owned by Francisco Partners, a global private equity firm, who made their investment in 2016. The Company is a clear leader in its market with both SaaS and Licensed software products and is involved in a very dynamic industry with a high degree of innovation. The company plans to continue its growth trajectory both organically and by M&A to capitalize on its current position and current market opportunity

**Role Summary**

We are seeking a Billing Coordinator that will be responsible for all aspects of Client Billing. The candidate filling this role will be hands-on and assume the daily responsibilities of the end-to-end processes for company’s billing planning and invoice review and issuance.

**Responsibilities**

* Review customer contracts and sales orders to ensure the consistency of the billing information with agreed commercial terms
* Review accuracy of invoice details, including customer billing instructions, pricing, discounts, state sales tax, etc.
* Set up billing rules in the financial systems by interpreting software licenses, SaaS, and professional services contracts
* Support processes of cash collections, cash applications and reconciliation of payments received from worldwide customers and partners
* Provide assistance in internal and external audit processes
* Handle communications with customers and/or sales reps for invoice inquiries and payment requests, order inquiries, etc.
* Regularly monitor billings backlog to ensure installment-based billings remain current
* Prepare periodic and ad hoc financial analyses

**Qualifications**

* Bachelor's degree in economics or accounting
* 2 years of Billing experience required
* Have a good understanding of revenue recognition treatment
* Excellent planning and prioritization skills
* Proven ability to work autonomously in a fast paced work environment
* Strong oral and written communication skills and customer service skills
* Detailed-­oriented with excellent analytical skills, with high volume transactions
* Excellent computer skills with MS Office software, including Excel, Word, and PowerPoint
* Experience in a software company is a plus
* SFDC and NetSuite experience is a plus

Work Location – Jerusalem

Send your CV! - [Careers@sintecmedia.com](mailto:Careers@sintecmedia.com)

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