



Manpower has a new contract opportunity, please find the details below:

Requirement Class Information

Req. Class: Calabasas : ACCTG : *Default - Acct/Fin/Banking

Requirement Details

Client Name: Intuit Inc.

Title/Role: Billing Analyst

No. of Openings: 1

No. Filled: 0

End Date: 10/20/2009

Requirement Rate Information

\$35.00 Per Hour

Do Not Allow Submission Above Maximum Rate: No

Hours/Units per day: 8

Days per week: 5

Requirement Description

Engagement Type: Contract

Short Description:

Billing Analyst - We are looking for a seasoned billing analyst. This is a 3-6 month engagement with the possibility of going temp to perm depending on performance.

Complete Description:

ESSENTIAL DUTIES & RESPONSIBILITIES:

Monthly billing analysis - Review billing information to ensure that customers are billed in an accurate manner on a monthly basis. This includes review of customer pricing information as well as the number of users and transactions for which customers are billed.

Upfront & one-time fee billing - Review customer contracts to determine the amount to be charged for one-time and up-front fees for customers. Create invoices and revenue recognition schedules for upfront fees for customers by inputting billing data into accounting systems.

Review and approve billing terms - Depending on prior experience and demonstrated ability, this person may review and approve customer billing terms within the billing system. This will include reviewing customer contracts and working with multiple departments to ensure that the data as input by the Contracts Department is accurate.

Product billing set-up - work with Manager of Financial Systems, Billing Supervisor, and Product Management team to establish billing requirements for new products and/or revisions to methods for billing existing products. This may also include working with third party vendors to set requirements for information required by the Company in order to bill its customers for a third party service provided through Digital Insight.

Billing issue research - work with collections team and other internal parties to review historical billing information based on inquiries from customers. This includes reviewing contract information as well as analyzing billing usage for the number of customers and/or transactions for which a company has been billed.

Billing system projects - work with Manager of Financial Systems, Billing Supervisor, and MIS Department to enhance the billing system through automation. This may include writing requirements for new systems, testing system enhancements, or developing methods to transfer data from one system to another.

ADDITIONAL DUTIES & RESPONSIBILITIES

Duties which may be performed on an as needed basis or on infrequent intervals (quarterly, semi annually, etc.).

Strict adherence to the billing policies and procedures of the Accounting Department is required. This will include completing monthly checklists for procedures performed and ensuring that documentation is maintained to evidence the performance of certain key controls for the billing department.

Review of work of others will be required on a periodic basis and may be a regular part of the job depending on past experience. This may include the review and posting of invoices; review of the monthly billing checklist to ensure that procedures as performed are complete and accurate; or review of the set-up of new customer revenue recognition schedules for accuracy.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Education/Training/Work Experience: Education: H.S. Diploma, College Degree required with an emphasis in Business or Accounting preferred. Experience: 5+ years experience preferred with experience in the areas of accounting, billing, or financial systems. Less experience than 5 years will be considered if candidate has exhibited a high level of performance in the areas that are set forth above.

Specialized Knowledge/Skills/Abilities: Strong Excel skills are a must. Experience with financial systems (and specifically a billing system) is preferred, however, someone who has worked with non-financial systems and has strong Excel and systems experience will be considered. Must have the ability to multi-task as well as to communicate well verbally and in writing. Also, must be able to perform detailed reviews of customer contracts.

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Equipment Used: Computer, copier, fax, telephone.

Work Environment/Physical Demands: Must be able to sit for long periods of time; also, longer hours (10 to 12 hour days) required for the month-end close and during the performance of special projects.

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