



position	Billing Accountant
Location	Cape Town and Pretoria
Function/Business Unit	Finance and Accounting (Mastercard)
Salary	Market Related
Reporting to	Senior Manager

JOB BRIEF

SoluGrowth is looking for a Billing Accountant to perform accounting, customer service and organisational tasks to promote the financial health of the Company.

NB: This is a 3 years Fixed Term Contract

RESPONSIBILITIES

- Supports regions, business units, and functions as a dedicated billing subject matter expert.
- Aggregate, Calculate & Submit MCBS billing via SBF-Tool.
- Aggregation via various data sources per business owners (Enterprise reporting, Hyperion, Departmental Tools, Customer reporting).
- Manual calculation based on mapping of aggregated billable activity to billing events & applying published rates.
- Organize charge details on pre-defined SBF-Tool template and load at specified intervals based on billing cycle(s).
- Communicate with Product & Business Finance teams to obtain input data and perform billing timely & accurately.
- Responds to customer inquiries timely and effectively utilizing preferred GBSC tools and reporting.
- Escalates areas of operational risk and opportunities making specific recommendations on resolutions.
- Identifies & Assists with the implementation of process improvements.
- Supports special projects as requested; provides ad-hoc support to management.

QUALIFICATIONS & EXPERIENCE:

- Matric
- Minimum requirement: B. Comm or equivalent
- 3 - 4 years Billing and/or accounting experience
- Experience in E-Commerce or FinTech industries
- Comfortable with high volumes of data and differing data sets
- Multinational experience preferred
- Shared Services environment experience preferred

CORE COMPETENCIES & ATTRIBUTES

- Attention to detail
- Analytical, Innovative Thinking and Problem Solving
- Time Management, Planning and Organizing
- Accountability and Dependability
- Ethics and Integrity
- Communication and Teamwork
- Planning & Organising
- Strong interpersonal skills
- Ability to multi-task and prioritize effectively
- Strong ability to work with a cross functional team
- Superior stakeholder service