
Position Description

BILLING OFFICER

BUSINESS UNIT:	Finance
REPORTS TO:	Billing Co-ordinator
MANAGEMENT:	0
LOCATION/S:	Chatswood
POSITION TYPE	Permanent part-time (approx. 20 hours a week)

About AARNet

Australia's Academic and Research Network (AARNet) was established in 1989 and is widely regarded as the founder of the Internet in Australia and renowned as the architect, builder and operator of world-class network infrastructure for research and education.

We are Australia's National Research and Education Network (NREN). We connect over one million users—researchers, faculty, staff and students—at institutions across Australia, supporting education and research across a diverse range of disciplines including high energy physics, climate science, genomics, radio astronomy and the arts.

Nationally, AARNet interconnects Australian universities, the CSIRO, and other organisations who have a research and education mission, or with whom the education and research sector interacts. These include hospitals, vocational training providers, schools and museums. Internationally, AARNet interconnects the Australian Research and Education (R & E) community to the world – and continuously develops new capabilities and partnerships to facilitate seamless data access and transfer.

AARNet also offers a suite of supporting applications to our customers. These include network and collaboration services such as CloudStor and Zoom, that enable innovation in the delivery of research and education.

We are an organisation of innovators, doers, and courageous thinkers. We are not constrained by traditional products and solutions and we constantly strive to build the solutions that our customers will need tomorrow – today. If you have the imagination, foresight and drive to build the future why not come and join us?

The Role

A professional to join the Finance team in Chatswood who can execute the defined billing processes and liaise with key IDG, Legal and other Finance stakeholders on billing matters.

Responsibilities

- Execute monthly, quarterly and ad-hoc billing processes to facilitate raising of invoices in TechOne by the AR team
- Add new contracted services to the billing system and monitor billing status in CorVu
- Conduct investigations and contract reconciliations
- Provide billing reporting and ensure policy/procedures are followed and maintained
- Track and maintain relevant billing information (contract IDs, service numbers etc) to facilitate billing activity
- Recommend and undertake process improvements to drive efficiencies and service
- Provide ad-hoc reporting as required

Expertise, experience & qualifications

- Demonstratable experience in an accounts receivable or business analysis role
- Good time management and stakeholder management skills
- Cert IV qualification in Business, Accounting or similar from TAFE

Important skills

- Excellent customer service and numeracy skills
- Ability to establish and maintain good stakeholder relationships
- Strong Microsoft Excel and Access skills
- Excellent written & verbal communication
- Good understanding of business processes and ability to interpret contracts
- Ability to work independently

Conditions of employment

AARNET is committed to diversity and providing equal opportunity to all. We're a great place to work if you want to make a difference. Remuneration will be based on skills and experience and will include an above market superannuation package.

How to apply

Applications, including a resume/CV and cover letter addressing the requirements of this role, should be sent by e-mail to employment@aarnet.edu.au. Closing date for applications: 26 July, 2019.