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Maintenance Billing Analyst

An IBM Premier Business Partner with over 44 years of success marketing retail POS systems to supermarkets throughout the United States and Caribbean is hiring an **Maintenance billing analyst**.

In this position you will be responsible for maintaining accurate billing and vendor database for service billing

Requirements:

- Manage warranty and maintenance contracts.
- Prepare maintenance invoices and credit memos.
- Create purchase orders for new installs and maintenance renewals.
- Update maintenance billing files for new installs and changes to hardware & software maintenance.
- Work closely with vendors to complete install notifications, monitor maintenance contracts, and maintain accurate price lists.
- Create IBM proposals for renewals.
- Maintain customer files.
- Update billing databases with accurate customer and vendor information.
- Complete projects for Accounting Manager.
- Correspond with customers regarding warranty and maintenance contracts/invoices

Responsibilities:

- Ability to adequately analyze, document and communicate complex issues.
- Organization skills.
- Knowledge of computer accounting/billing systems a plus.
- Familiarity with Microsoft Office applications. Proficiency in Excel a plus.
- Problem solving skills.
- Ability to comprehend and use business math.
- Industrious and has an attention to detail.

Please email a resume and cover letter to careers@stcr.com. Salary based on experience. Full benefits package available. To learn more about **STCR Business Systems** visit us at www.stcr.com.