
Title: Billing Reconciliation Specialist

Company Overview

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business.

Please visit [People20.com](https://www.people20.com)

Position Overview

The Billing Reconciliation Specialist will be responsible to complete assigned billing reconciliations on a weekly basis. The role reports to Director of Shared Services. The Billing Reconciliation Specialist will be responsible to work closely with the Payroll and Billing team, AR team, Client Services and Customers. This position is important to revenue recognition and overall client relationships and requires focus and a commitment to accuracy.

Primary Responsibilities

- Learn VMS and MSP systems to ensure proper invoicing
- Knowledgeable on client contract terms for delivery and compliance
- Audit and reconcile reverse People2.0 invoices with VMS to ensure accuracy
- Compare contractor hours and rates between client systems and People2.0 systems
- Research account disputes and discrepancies
- Partner with Cash Applications and provide preliminary remittance details
- Establish a professional business relationship with both internal and external customers
- Escalate issues where assistance is required by division and/or market leader
- Handle special projects; meet deliverables, milestones and due dates
- Prepare client specific status reports as needed
- Assist in any other tasks or duties as assigned

Education and Experience

- Bachelor's Degree or equivalent
- 1-2 years' experience in billing or payroll preferred
- Minimum 2 years' experience in Staffing Services preferred
- Ability to demonstrate MS Office Skills including intermediate knowledge of Excel
- Exceptional interpersonal and customer service skills
- Self-directed with the ability to keep up with a very fast-paced environment.
- Strong verbal and written communication skills.
- Detailed oriented and skilled in organizing tasks and prioritizing deadlines
- Professional and engaging, with solid organizational and time management skills.

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People 2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.