

***Billing Analyst- Reston, VA***

**FrontStream** is seeking a **Billing Analyst** to join our corporate team in **Reston, VA** reporting directly to our Billing Manager!

***Company Overview:***

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide fundraising platform for all your fundraising, auction, donor management, corporate social responsibility (CSR), and payment processing needs via our leading social innovation products. Our team is collaborative, enthusiastic, and delivers on our promises.

Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

***Position Overview:***

The scope of the **Billing Analyst** position includes supporting the accounting team in carrying out the monthly billing activities.

***Responsibilities Include:***

- Issuing auction invoices for subscription and transaction fees
- Analyzing and reviewing data from multiple systems to verify invoice accuracy prior to issuing
- Answering phone and e-mails from clients regarding issues and concerns
- Updating client credit card details
- Updating client contact information in Salesforce

***Desired Skills and Experience Include:***

- 1-2 years of previous billing experience
- Bachelor degree in Business/Accounting
- High attention to detail
- Ability to work independently under tight timelines
- Strong written and verbal communication skills



The company is headquartered in Reston, VA with offices in Cambridge, MA, Lancaster, PA, Toronto, ON and West Melbourne, VIC, Australia.

Interested candidates should send resume, references and salary history to: [careers@frontstream.com](mailto:careers@frontstream.com) with "**Billing Analyst- RES**" in the subject line. No phone calls please.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.