



# JOIN OUR TEAM!

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## BILLING SYSTEM ADMINISTRATOR (BRANDON, MB)

WESTMAN COMMUNICATIONS GROUP is seeking applications from energetic, highly motivated individuals to become part of our team. Westman is a successful, fast-paced and dynamic organization, with a positive, team-oriented work environment. We offer competitive compensation including a comprehensive and unique benefits package. Leverage your knowledge with a local technology leader.

The Billing System Administrator is responsible for the availability, management, and maintenance of the billing system, including all system level configurations. The billing system is the software used to manage customer accounts, work orders, invoicing, payment collection and report generation.

### What you'll be doing:

- Maintain up to date configuration for all system level aspects of the cloud-based billing system
- Monitor and manage customer and operational data; take action/ownership to ensure the accuracy, consistency, relevance, and timeliness of information and processes
- Manage service pricing and packaging changes; administer work order configuration and scheduling logic for technician assignments
- Manage the development of timely and accurate internal reports for management and employees
- Create custom SQL queries
- Document processes and procedures to ensure effective business continuity
- Provide training and support as required regarding the accessing of billing system data and reports relevant to departmental operations

### What you'll bring to the team

- 2+ years' of employment as system administrator of large client and user management systems, or equivalent experience or education
- 2+ years' experience with large SQL databases; solid understanding of SQL and database structure/routines
- Knowledge of report creation software (such as Crystal Reports)
- Solid understanding of business processes
- Technical and logical thought process with good analytical and problem-solving skills

**DEADLINE FOR APPLICATIONS:** NOON on Tuesday, March 23, 2021.

**HOW TO APPLY:** When applying for this position, please reference the position title in the subject line and/or the body of the e-mail.

As an equal opportunity employer, we encourage applications from all qualified individuals. While we thank each applicant for their interest, only selected candidates will be contacted.

**Please submit your cover letter and resume to:**

Sonia Cole E-mail: [hr@westmancom.com](mailto:hr@westmancom.com)

