



Title	Financial Workflow Analyst II
Business	Managed Services
Reports to	Manager, Financial Workflow

Advocate is an advisory and managed services company of IT business experts and data scientists dedicated to helping companies optimize their technology infrastructure. Utilizing marketplace intelligence, decision analytics and acceleration capabilities, Advocate partners with its clients in innovative ways to save money, improve performance and deliver crucial insight to help them make the best possible decisions related to their technology investments. That's why we work, Smarter. Together.

We are seeking a **Financial Workflow Analyst II** to join our Managed Services Financial Management Team. As a member of the Advocate Managed Services business, the **Financial Workflow Analyst II** must prioritize and manage multiple tasks, problem solve, liaise with the clients AP contacts, and ensure quality and timeliness of deliverables.

RESPONSIBILITIES

- Exhibit the knowledge, creativity and resourceful to perform root cause analysis to determine and solve underlying issue
- Responsible to serve as the subject matter expert from all invoice related inquiries
- Proactive ownership of knowing the technology platform in order to work effectively and provide IP training both internally and externally as needed
- Review and analyze IT invoices (Primarily telecommunication)
- Manage all remittance processing activities
- Assign billing and circuit detailed inventory to appropriate cost center, employee and/or location
- Responsible for preparing and distributing Weekly Status report of missing invoices
- Audit telecom bills for billing errors, and payment posting errors and/or late payments
- Support billing relationships with TEM (Telecom Expense Management) platform provider and assigned service providers
- Ensure that all invoices are loaded into TEM platform within the assigned SLA period
- Works closely with the client's AP/Finance organizations to ensure overall health of client relationship
- Supports Advocate Managed Services fulfillment teams, Client Operations and vendor contacts to ensure issues are identified, tracked, and resolved in an expedient manner
- Identify, communicate and help drive areas for process improvement
- Provide **exceptional client** service leading to expected **outcomes and high client satisfaction**

SKILLS

- Comfortable working in a fast-paced, collaborative, team environment
- Maintains an enthusiastic, positive, constructive attitude in the workplace
- Willingness to think outside of the box and push yourself beyond your typical comfort zone
- Analytical aptitude with the ability to learn new information and skills quickly
- Strong oral and written communication skills
- Keen attention to detail
- Comfortable working in a fast-paced environment; adjusts to change with ease
- High self-confidence with the ability to take and apply constructive feedback



QUALIFICATIONS

- At least 3 years of experience in a similar role (Invoice Processing, Financial Workflow)
- Four-year college degree in business or finance (or related field).
- Strong working knowledge of Microsoft Office with advanced proficiency in Excel (formulas, pivot tables, v-lookups, etc.)
- Telecommunications and/or IT experience or certifications a plus, but not required
- Must provide Proof of Right to Work in the United States on the I9 Form.

OPPORTUNITIES

- Join a company named to the **Inc. 5000** list of Fastest Growing Companies for **eleven consecutive years**.
- Named one of the Top 150 Workplaces by The Atlanta Journal-Constitution.
- Work daily with Fortune 500 Global Clients.
- Opportunity for rapid career advancement.
- Client facing position with the opportunity to make a direct impact on business growth, practice innovation and talent development.

REWARDS AND BENEFITS

- Competitive base pay
- Incentive bonus plan
- Industry Competitive Health and Welfare Benefits
- Company matched 401(k) with immediate vesting
- Two paid days off for community service
- Flexible work arrangement to support a good work-life balance
- Professional development with a long-term career path
- Continuing education and training reimbursement
- Paid employee referral program

If you'd like to join the Advocate team, send your cover letter and resume for consideration to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=29440679-d847-41e4-b32c-797f44374111&ccid=19000101_000001&type=JS&lang=en_US