

Colombia Jobs Expertini®

Legal Billing Analyst

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Company: Twilio

Location: Bogotá

Category: office-and-administrative-support

See yourself at Twilio

Join the team as our next Billing Analyst on Twilio's Legal team.

Who we are & why we're hiring

Twilio powers real-time business communications and data solutions that help companies and developers worldwide build better applications and customer experiences.

Although we're headquartered in San Francisco, we have presence throughout South America, Europe, Asia and Australia. We're on a journey to becoming a global company that actively opposes racism and all forms of oppression and bias. At Twilio, we support diversity, equity & inclusion wherever we do business.

About the job

This position is needed to support the Twilio Legal team's billing function. In this role, you'll work closely with Legal Operations, Accounts Payable, and the Legal Leadership Team to onboard law firm vendors, review and route invoices, raise purchase requisitions, open purchase orders and manage matters in our legal matter management platform. You'll support a global legal team and partner with accounts payable teams in the United States and India. You will also provide support on special projects and documentation for our tools and processes.

Responsibilities

In this role, you'll:

- Respond to legal service request tickets to onboard law firm and non-law firm vendors, open purchase orders and onboard vendors onto our legal matter management platform.

Confirm billing information accuracy, due payment amount accuracy based on Twilio's Legal Billing Guidelines.

Dispute billing discrepancies with external vendors.

Confirm on-time payment per due date set forth in contracts/invoices.

Create new matters for law firm and non-law firm vendors.

Onboard law firm vendors onto the legal matter management platform.

Onboard non-law firm vendors onto Oracle and legal matter management platform.

Legal billing inbox support.

Track payment initiation-payment closure lifecycle and generate reports.

Provide billing and budget-related reporting.

Maintain the accuracy of historical billing data.

Work cross-functionally with Finance teams on billing matters and process improvement.

Support process improvement during the day to day operations.

Manage Legal Department memberships & subscriptions.

Support other Legal Operations processes from time to time.

Qualifications

Not all applicants will have skills that match a job description exactly. Twilio values diverse experiences in other industries, and we encourage everyone who meets the required qualifications to apply. While having "desired" qualifications make for a strong candidate, we encourage applicants with alternative experiences to also apply. If your career is just starting or hasn't followed a traditional path, don't let that stop you from considering Twilio. We are always looking for people who will bring something new to the table!

Required:

3+ years experience in billing or accounts payable

Experience with Oracle

Excellent communication skills for internal and external stakeholders

Proficiency in Excel

Strong attention to detail

Ability to prioritize and multitask throughout high volume order processing

Ability to identify, analyze, and resolve issues independently

Collaborative working style and experience working cross-functionally

Ability to support flexible timezone meetings periodically.

Desired:

Experience with legal billing and matter management a huge plus

Experience working with an international team

Experience working with OnIt

Location

This role will be remote and based in Bogota, Colombia.

Travel

We prioritize connection and opportunities to build relationships with our customers and each other. For this role, you may be required to travel occasionally to participate in project or team in-person meetings.

What We Offer

There are many benefits to working at Twilio, including, in addition to competitive pay, things like generous time-off, ample parental and wellness leave, healthcare, a retirement savings program, and much more. Offerings vary by location.

Twilio thinks big. Do you?

We like to solve problems, take initiative, pitch in when needed, and are always up for trying new things. That's why we seek out colleagues who embody our values — something we call Twilio Magic . Additionally, we empower employees to **positive** change in their communities by supporting their volunteering and donation efforts.

So, if you're ready to unleash your full potential, do your best work, and be the best version of yourself, apply now!

If this role isn't what you're looking for please consider other open positions

Twilio is proud to be an equal opportunity employer Twilio is proud to be an Equal Employment Opportunity and Affirmative Action employer. We do not discriminate based upon race, religion, color, national origin, sex (including pregnancy, childbirth, reproductive health decisions, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, genetic information, political views or activity, or other applicable legally protected characteristics. We also consider qualified applicants with criminal histories, consistent with applicable federal, state and local law. Additionally, Twilio participates in the E-Verify program in certain locations, as required by law.

Twilio is committed to providing reasonable accommodations for qualified individuals with disabilities and disabled veterans in our job application procedures. If you need assistance or an accommodation due to a disability, please contact us at

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