

Position Title: Revenue Manager/CABS Analyst
Reports To: Billing Manager

Department: Revenue Assurance
FLSA Status: Exempt

General Summary:

Manages all CABS and CABS-related functions for all local, intrastate, and interstate interconnections including processing ASR's, traffic analysis, billing, and collections. Assures accuracy as to IXCs providing services and reviews receipts and disbursements related to CABS. Coordinates CABS and traffic related activities with billing and network operations departments. Analyzes, contests, and approves billing from interconnecting carriers. Timely completes all non-financial FCC, NECA, and USAC filings. Assists outside consultants to complete Cost Studies and Audits.

Essential Job Functions:

- Prepares carrier access bills using QDS in conjunction with Telelink software, analyzing minutes and revenue information. Keeps program current by updating any tax or surcharge changes; any tariff rate element changes; testing software upgrades; and internal company changes.
- Reviews carrier access bills to ensure accuracy.
- Prepares monthly CABS accounts receivable and billing reports and forwards as appropriate.
- Analyzes major fluctuations in settlement amounts and/or minutes of use to determine causes.
- Gathers and analyzes data for cost studies and access tariff filings as requested. Analyzes new methods, procedures, and agreements to ensure maximum revenues for company.
- Assists corporate with cost and traffic settlement data for NECA to assure accurate and timely receipt of pool funds.
- Works closely with network operations and billing departments to have a thorough understanding of network configuration and assure all minutes are properly recorded, accounted, and billed as appropriate.
- Reviews and validates all reciprocal compensation and access bills received; analyzes CDR files and local tariffs to support denial of improper charges; files and escalates claims accordingly. Apportions expense to internal companies and wholesale partners.
- Reviews and validates LD vendor invoices – apportions amounts to internal companies and wholesale partners.
- Provides monthly reports and analysis to Senior Management.

- Performs all other related duties as assigned by management.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

General List of Functions:

- Access Tariff Maintenance (Intrastate/Interstate via NECA) – Provides guidance to Billing Manager on rate changes.
- Access Bill Processing
- Revenue Analysis
- Manage QDS Access Billing Changes & Projects
- Receive, Process and Track ASRs
- A/P Analysis – Reconcile and audit accuracy of all carrier invoices, i.e. FairPoint and Access.
- Present analysis & summaries to Managers, Directors and Officers
- Internal Auditing
 - Special Access
 - Tariff Rate Element implementation
- Operate and Convert Access Billing Software
 - QDS
- Metric Analysis
 - Trunk Reports
 - Minute Trending/Fluctuations (Toll & Access)
 - Access Lines
 - Balancing
 - MOU analysis to determine ratio of expense allocated to wholesale partners and internal companies.
- Tax/Surcharge Coordination – Provides guidance to Billing Manager on NECA rate changes and files appropriate exemption certificate with vendors.
- Collections

Knowledge, Skills, and Abilities:

- Knowledge of basic accounting principles and practices.
- Knowledge of access charges and tariffs.
- Knowledge of cost separations and cost studies.
- Knowledge of company policies and procedures.
- Knowledge of general office procedures.
- Skill in operating various office equipment such as personal computer, various accounting software programs, copier, fax, and telephone systems.
- Skill in oral and written communication.
- Skill in problem solving
- Ability to communicate with customers, co-workers, and various business contacts in a professional and courteous manner.
- Ability to work independently.
- Ability to prioritize multiple projects.
- Ability to make sound decisions using information at hand.
- Ability to pay close attention to detail.
- Ability to effectively function as a team player.
- Ability to locate and correct discrepancies in data.

Education and Experience:

Associate's degree or equivalent plus one to two years of billing experience in a regulated industry.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and business contacts.				X
Standing/Walking:	X			
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing:	X			
Fingering/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions with the absence of disagreeable conditions.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

For more information, Contact:

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