

At the KeyTech Group of Companies we believe the key to future growth is expansion and diversification through our subsidiaries. We have always been the principal investor in Bermuda's communications infrastructure...Unlocking a world of connections!

Key Management Services Limited

Billing and Corporate Collections Manager

Key Management Services Limited ("KMS") provides comprehensive management services to all of the companies within the KeyTech Group of Companies. These services include, but are not limited to, human resource management, information technology, financial and premise management services. KMS is a member of the KeyTech Group of Companies.

KMS is seeking a self-motivated individual with strong analytical, communication and interpersonal skills for the position of **Billing and Corporate Collections Manager** within the Finance Division.

Reporting to the VP Finance, the Billing and Corporate Collections Manager will be responsible for managing the billing function for the KeyTech Group and for managing overdue corporate accounts. This includes managing the billing related activities, producing monthly invoices, preparing month-end reports and providing 2nd tier support for billing inquiries.

The successful candidate must possess a strong commitment to resolving issues with past due corporate accounts; collecting and processing corporate customer payments whilst maintaining a high level of customer service.

This position has access to highly sensitive financial information and the incumbent is expected to carry out this function with a high degree of confidentiality, responsibility and accountability.

Essential Duties and Responsibilities include (but are not limited to):

- Liaise/coordinate with the IT department and the billing systems developers to improve and develop the billing systems as required
- Ensure all monthly billing related activities are completed in a timely manner to facilitate accurate bill runs
- Manage processing and verify adjustments, dockets and charge slips to customer accounts
- Perform a monthly review of corporate Accounts Receivable listing to determine and manage a collections and customer retention strategy
- Contact non-paying Corporate Customers to facilitate payment arrangements and manage Corporate Customers on the disconnect list that have been tagged for exemption
- Prepare non-paying corporate accounts for collection agency or refer

accounts for legal action; be prepared to attend court in support of legal actions

- Resolve Corporate Customer payment discrepancies; verify accuracy of accounts and suggest billing changes and/or credits/adjustments where necessary to expedite collection activity
- Assist in ensuring new services to Corporate Customers are provisioned and recorded in a timely manner
- Manage the disconnect process to ensure billing for Corporate services are terminated and appropriate penalties are applied

Qualifications and Experience:

- Associates Degree in Finance or Business Administration
- A minimum of five (5) years supervisory experience with basic Accounts Receivable knowledge and skills
- Working knowledge of credit processing, ACH, other electronic payment and funds transfer processes and regulations
- Working knowledge of billing processes and systems
- Working knowledge of financial accounting systems
- Knowledge of Great Plains financial system would be an asset

Interested persons should apply with a cover letter and detailed resume via email to keycareers@keytech.bm. All correspondence should be marked to the attention of the:

Human Resources Manager, Recruitment

Key Management Services Limited

Department of Human Resources

30 Victoria Street, Hamilton, HM 12

Closing Date: November 18th, 2013

The KeyTech Group of Companies is committed to maintaining a substance free workplace. Applicants will be subject to pre-employment substance screening prior to receiving an offer of employment.