



Lorenzo Jennings

Senior Billing Accountant, Billing Operations

☎ (303) 555-6174 ✉ lorenzo.jennings@example.com

🌐 linkedin.com/example/lorenzojennings 📍 Lakewood, CO 80226

STRENGTHS

- ✓ **Billing Accuracy**
Contract terms became invoice checks, and invoice checks became cleaner billing outcomes across multiple products and entities.
- 🔍 **Root Cause Analysis**
When records disagreed, tracing data across systems revealed causes quickly and gave partners a clear path forward.
- ♥ **Control Discipline**
Audit requests received organized reconciliations, approvals, extracts, and transaction support, building confidence during testing.
- 👥 **Cross Team Service**
Client and internal questions received clear answers grounded in contracts, billing records, Salesforce, and accounting data.
- ⚙️ **Process Improvement**
Standardized documentation and Excel validation made recurring reviews more consistent, with exceptions easier for teams to see.

SKILLS

Billing operations Fee validation

Invoice preparation

Contract alignment

Recurring revenue SaaS billing

Reconciliations Journal entries

Month end close

Financial reporting SOX controls

SUMMARY

Billing operations accountant with five years of progressive experience supporting recurring revenue and multi product technology businesses. Combines accounting education with advanced Microsoft Excel analysis and hands on work across NetSuite, Salesforce, subscription billing, reconciliations, **journal entries**, **month end close**, **financial reporting**, forecasting, and budgeting. Translates contract terms, fee schedules, business rules, and portfolio data into accurate invoices, validated adjustments, management fee calculations, and client reporting packages. Investigates discrepancies through root cause analysis, maintains audit ready support, and contributes to SOX controls, **internal audits**, external audits, and operational improvements. Partners with finance, operations, account teams, and clients to resolve issues clearly while managing competing deadlines. Brings practical experience improving documentation, automation, reconciliations, and billing controls across multiple products, entities, and systems.

EXPERIENCE

Senior Billing Accountant, Billing Operations

Pinecrest Financial Software 📅 January 2025 - Present 📍 Lakewood, CO

Owns **recurring revenue** billing across multiple products, supporting contract validation, fee calculations, client reporting, financial controls, audit requests, reconciliations, and close activities. Partners with finance, operations, account teams, and clients while improving repeatable billing workflows and data quality.

- Validated recurring invoices against **contracts**, fee schedules, adjustments, and system records across **multiple products**.
- Reconciled billing subledger activity to NetSuite, investigated Excel exceptions, and prepared journal entry support.
- Resolved client billing questions by tracing discrepancies across Salesforce, contracts, billing records, and **accounting** data.
- Calculated monthly management fees and prepared quarterly **client report packages** using portfolio data and control checks.
- Maintained SOX evidence and answered audit requests with **reconciliations**, approvals, extracts, and transaction support.
- Standardized adjustment documentation and automated Excel validation, improving review consistency and exception visibility.

Billing Accountant, Subscription Billing

FrontRange SaaS Solutions 📅 July 2023 - December 2024 📍 Denver, CO

Supported subscription and usage billing for a SaaS business, connecting agreements, pricing rules, billing platforms, NetSuite, **Salesforce**, reconciliations, **revenue** analysis, control testing, and close support. Improved workflow visibility by documenting control points and automation requirements.

- Executed subscription and usage billing, reviewing invoice inputs against agreements, pricing rules, changes, and adjustments.
- Built advanced Excel **reconciliations** comparing billing platform output with **NetSuite** and Salesforce data.
- Prepared journal entry support and revenue reconciliations, researching variances before **month end close** deadlines.
- Produced billing and cash collection analyses identifying patterns in adjustments, credits, and contract setup.
- Supported control testing and audits with billing approvals, reconciliations, system reports, and exception reviews.
- Mapped billing workflows and control points, creating **automation** requirements that reduced manual handoffs.

[Audit support](#) [Microsoft Excel](#)

[NetSuite](#) [Salesforce](#)

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Billing Accountant, Billing Operations at Pinecrest Financial Software (1.8 Years)

● Billing Accountant, Subscription Billing at FrontRange SaaS Solutions (1.4 Years)

● Staff Accountant, Revenue Operations at Aspen Ridge Technology Services (1.7 Years)

Staff Accountant, Revenue Operations

Aspen Ridge Technology Services 📅 October 2021 - June 2023 📍 Boulder, CO

Supported revenue operations, financial reporting, and accounting close for a technology services business. Managed journal entries, account reconciliations, cost center mappings, billing schedule reviews, reporting schedules, budget support, discrepancy analysis, and audit documentation.

- Prepared **journal entries** and reconciled balance sheet accounts during monthly accounting close activities.
- Validated revenue and expense classifications, improving accuracy across **financial reporting** and management schedules.
- Prepared income statement, balance sheet, cash flow, and budget schedules for monthly reporting.
- Maintained cost center mappings and **rollup structures** within the ERP environment for **management tracking**.
- Reviewed contracts and billing schedules against system setup, identifying mismatches before **invoice preparation**.
- Investigated billing discrepancies in Excel, documented root causes, and escalated material issues.
- Organized audit schedules and substantive support with reconciliation, approval, and record documentation.

PROJECTS

Recurring Billing Control Automation 📅 2025

Improved recurring billing review through standardized adjustment documentation, Excel validation checks, exception tracking, and clearer evidence for operational controls.

Subscription Revenue Reconciliation 📅 2024

Connected billing platform outputs with NetSuite and Salesforce records, giving finance teams clearer variance analysis before close.

LEADERSHIP & AWARDS

- Recognized by finance leadership as a trusted resource for complex billing questions and cross system discrepancy research.
- Selected to standardize adjustment documentation and recurring Excel validation across billing operations.
- Trusted with audit evidence, management fee calculations, and quarterly client reporting packages supporting senior stakeholders.

EDUCATION

Bachelor's Degree in Accounting

Metropolitan State University of Denver 🎓 GPA: 3.5 📅 2021 📍 Denver, CO

Coursework: Financial Accounting, Cost Accounting, Auditing, Corporate Finance

CERTIFICATIONS

- Microsoft Excel Advanced Analysis 📅 2024
- SOX Internal Controls Fundamentals 📅 2023

TECHNICAL SKILLS

- **Accounting Statements:** Income statements, Balance sheets, Cash flow statements
- **Billing Operations:** Fee billing, Adjustment billing, Invoice validation
- **Accounting Systems:** NetSuite, Salesforce, ERP systems
- **Microsoft Excel:** Large data sets, Advanced formulas, Reconciliation models
- **Revenue Accounting:** Recurring revenue, Revenue classifications, Journal entries
- **Financial Controls:** SOX controls, Internal controls, Control testing
- **Audit Support:** Internal audits, External audits, Substantive testing
- **Financial Planning:** Forecasting, Budgeting, Management reporting
- **Data Analysis:** Root cause analysis, Exception analysis, Variance analysis

- **Portfolio Billing:** Management fee calculations, Portfolio data, Client report packages
- **Automation Tools:** Excel automation, Workflow automation, AI enabled tools
- **Billing Governance:** Contract terms, Business rules, Billing standards

PROFESSIONAL AFFILIATIONS

- Finance operations partner supporting accounting, billing, sales operations, account teams, and client stakeholders.
- Billing systems contributor connecting NetSuite, Salesforce, Excel, contract data, and portfolio records.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST