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# Example of Billing Administrator Job Description

Our growing company is hiring for a billing administrator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for billing administrator

* Creating invoices within PeopleSoft system
* Support Administrators/Investment Officers on fee inquiries
* Check and Payment Application
* Assist in creation of fee reports and fee review/controls processes
* Coordinates with various team members for accurate and timely recording of project costs, including time sheets, daily reports
* Capture, validation and review of administration and fee billing data as accrued
* Production of VAT invoices for all clients on a timely basis
* Submission of client billing and calculation data by email
* Responding to client queries in a timely manner
* Review and update of client static billing information in line with documented fee agreements

## Qualifications for billing administrator

* Bilingual is a definite asset
* Prior experience within an IT department
* Prior experience supporting PO processing
* This position requires an Associate or higher Accounting or Business degree
* Two years of business experience is mandatory
* Experience with automated financial systems, would be viewed favorably