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# Example of Billing Administrator Job Description

Our company is hiring for a billing administrator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for billing administrator

* Timely calculation of monthly revenue accruals in order to meet the requirements and deadlines of financial accounting and their month end close schedule
* Compile data for reporting to management, as necessary, for both internal and external stakeholders
* Perform all billing across the TDX business, which includes upload and QA, working with team members and internal stakeholders on queries received into the billing inbox
* Assist in the full process for timely client billing including preparation, proofing, finalizing and distributing
* Perform full administrative duties, including typing from rough draft, editing for grammar, punctuation, and spelling as needed
* Ensure proper setup of fee billing and relationships on the Fee Processing System are executed
* Respond to fee billing related inquiries from DS retail branches and business partners
* Review various daily reports received to ensure all account requirements are met
* Investigate issues, ensure they are reconciled, approved and tracked
* Effectively prioritize workflow

## Qualifications for billing administrator

* Must have good investigation skills problem solving skills, basic accounting, math and software skills
* Must have strong communication skills, proactive approach with willingness to work independently part of a team
* Accounting/finance qualification preferable but not essential
* Experienced billing administrator with 2-3 years experience in a fee invoicing/debtors control role
* Meticulous attention to detail with an ability to work in an environment where compliance with processes and procedures is paramount
* Highly numerate with strong analytical and organisational skills