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# Example of Billing Administrator Job Description

Our growing company is looking to fill the role of billing administrator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for billing administrator

* Correct product mapping in the billing platform (MIND)
* Billing solutions that are successfully and timeously implemented
* Coordination with infrastructure and vendors to ensure a reliable and stable platform
* Financial reporting and billing is accurate and timeously
* Development of ad-hoc billing reports as required
* Prepares government and subcontractor progress payments, time & material, and cost plus fixed fee invoices/vouchers by generating and extracting the pertinent information from specified Company computer reports
* Supervise the billing process involving the production and distribution of all Client invoices in an accurate and timely manner
* Monitor the work of the Billing Administrator
* Work closely with DCS teams on billing related issues
* Monthly reporting to management on billing issues invoicing, credit notes, W-I-P

## Qualifications for billing administrator

* Experience of working with US/ European/Canadian clients would be an added advantage
* Minimum of 3 years experience working in a high volume billing department with specific experience in reconciliations
* Basic accounting skills required, associate’s degree with prior QuickBooks knowledge preferred
* Telecommunications Billing systems (MIND Preferred)
* Voice over IP (VOIP) systems knowledge
* Advise management on billing issues