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# Example of Billing Clerk Job Description

Our innovative and growing company is looking for a billing clerk. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for billing clerk

* Manages the Ready to Bill queue on a daily basis
* Create regularly scheduled ad hoc reports/spreadsheets
* Uploads all invoices to the customer's payment system
* Maintains payment records by storing hard copies of invoices, debits, and credits
* Identify and correct invoice errors
* Receive and log daily reconciliations
* Review daily office reconciliation batches to ensure office receipts are accurate
* Process payment postings
* Scan payment and charge batches into the back office document management system
* Retrieve calls from Customer Service off hours voice mail

## Qualifications for billing clerk

* Extensive experience with application servers (Tomcat, Weblogic, Websphere, JBoss)
* Extensive experience with SQL and DBA experience a plus
* Experience working with vendor applications and resources
* Some travel may be needed to multiple offices and/or vendor sites
* Communicate with Project Managers and Customers regarding job status
* Proactive & detail oriented, with analytical thinking abilities