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# Example of Billing Collections Job Description

Our growing company is searching for experienced candidates for the position of billing collections. 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 collections

* Ensure that sound and reasonable credit approval decisions are implemented and adhered to on a timely basis
* Ensure that all deadlines and guidelines for aging analysis are met
* Ensure all traffic departments complete and reconcile billing in a timely manner to ensure billing occurs within the allotted deadlines
* Ensure that a positive, communicative and collaborative relationship exists with dependent departments, including Sales and Pricing and Inventory, IT and Financial Systems to assist in resolving software and system issues
* Ensure cash reports from bank are posted and reconciled daily, to also include IFC Films
* Ensure staff resolves billing and accounts receivable discrepancies, all other customer service related issues such as priority and customized billings, by communicating with Sales and advertising agencies
* Coordinate monthly interface and close process in Oracle A/R with Financial Systems timely in accordance with close calendar
* Responsible for accounts receivable processes for IFC Films, including processing adjustments, invoicing and mailing of statements and providing the information to accounting
* Work with legal where applicable to initiate or file necessary paperwork for bankruptcy or collection issues
* Maintain Millenium database for completeness on individual agency files and correspondence

## Qualifications for billing collections

* Manage the day-to-day activities of staff to ensure that the staff is properly trained in the technical and engaged in the business aspects of their job
* Prepare and review annual performance appraisals
* Manage the relationships with various IT, Financial Systems and software vendors to provide the department with adequate tools to perform the tasks required, by assisting in software implementation, testing and training as related to the billing, accounts receivable, and credit and collection process
* Review SOX documentation (flowcharts and activity matrix) for areas of responsibility
* Periodic review of existing processes in order to identify where efficiencies can be gained
* Minimum 5+ years previous experience managing accounts receivable, credit and collection and billing functions for a large sales organization and had experiences managing a staff