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# Example of Billing Lead Job Description

Our company is growing rapidly and is hiring for a billing lead. 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 lead

* Encounters received from all Ortho locations are to be prepped for Charge Entry on a daily basis to ensure timely charge entry
* Own & manage Invoices on Reject/Hold process
* Integrate and influence across GTS’s Product/Service team focused on product/service strategy, pricing, transparency, new service offerings, service billing, and communications
* Drive business planning and updates
* Manage strategies and execution of service costing/pricing, “showback” and chargeback
* Manage all regulatory issues under tax, audit and currency management
* Lead communications efforts to senior IT leadership teams, finance and business unit IT
* Driving continuous improvements in processes and systems
* Collaborate with IT Finance Leadership, the regional and global IT Finance teams and the ITGTS organization in support of the business, including IT financial guidance, timelines, deliverables, and ad-hoc projects
* IT Finance lead interfacing with A&D IT and deal teams, coordinating IT finance responsibilities, ensuring successful integrations and divestitures

## Qualifications for billing lead

* Ability to identify and analyze root cause
* Must possess a minimum of two (2) years of third party billing experience for Skilled Nursing Facility billing criteria
* Must possess knowledge of and demonstrated skill with the pertinent billing software (Point Click Care or SSI preferred)
* Job incumbent is expected to have minimum 3 years customer service or related experience, strong problem-solving skills and good communication abilities
* Actively lead IT Finance Organizational Health activities such as recruiting, mentoring, diversity and training
* He or she will report to the IT Sr