Downloaded from <https://www.velvetjobs.com/job-descriptions/billing-supervisor>

# Example of Billing Supervisor Job Description

Our growing company is looking to fill the role of billing supervisor. 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 supervisor

* Supervises team to deliver appropriate solutions to achieve objectives that provide a recommendable customer experience while protecting the company, shareholders, and customers
* Ensure that team meets all corporate mandated training requirements (compliance, safety)
* Responsible for the financial assistance program
* Accomplish billing resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees
* Meet billing operational standards by measuring and reporting billing performance vs
* Meet billing financial standards by providing annual billing budget information
* Enhance profile of the Billing team within operations from a billing support role to a business partnership role where we can efficiently produce invoices within a 24hr to 48hr timeline with no issues
* Provides primary input to hiring
* Acts as the primary escalation point
* Often serves in a consultant or advisory capacity

## Qualifications for billing supervisor

* 3+ years Medical Billing Supervisory experience
* Preferred College Degree preferred
* Requires high volume call center, billing support experience
* Experience working in a fast paced customer support environment requiring telephone, e-mail, or face-to-face interaction
* Review performance data for Billing team and speak to issues/concerns
* Review performance to metrics