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# Example of Billing Supervisor Job Description

Our growing company is hiring for a billing supervisor. 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 supervisor

* Participate in Human Resources activities, such as recruiting, selecting, developing talent, performance reviews, salary administration
* Develop and conduct effective training & meetings through the development and execution of outstanding group presentation skills
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* Manage a team of two direct employees and own and be responsible for the customer relationships the above processes
* Department supervisory duties include, encouragement and support of employee growth and development
* Provides oversight of daily operations
* Leads monthly team meetings under the direction of manager
* Monitors and responds to the Team’s daily operations to ensure timely and accurate completion of assignments and responsibilities
* Assumes responsibility in making operational decisions while keeping the Manager informed
* Recruits, evaluates and hires candidates for Group Leader and Insurance Specialist vacancies

## Qualifications for billing supervisor

* Bachelor's degree in business, finance, accounting or eight (8) years of related business work experience
* Associate degree in Accounting or equivalent experience
* Two (2) to four (4) years of experience in a minimum of a supervisor capacity preferred
* Excellent interpersonal and customer serve skills with ability to communicate with all levels of employees with an organization communicate effectively with all external customers/vendors/health care providers
* College degree in a related field or five years of related experience in healthcare reimbursement
* Back office background and billing experience