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# Example of Billing Supervisor Job Description

Our company is growing rapidly and is looking for a billing supervisor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for billing supervisor

* Trains staff in the use of hospital computer systems, patient accounting and patient processing systems, department and hospital policies and procedures
* Supervise staff that is responsible for processing non-utility bills
* Assure a highly collaborative team environment with internal and external stakeholders
* Manage ongoing operations to maintain, verify, report, and control non-utility billing in order to ensure an effective outcome for the business and a positive customer experience
* Create, implement and develop processes and controls which offer a consistent and appropriate response to non-utility billing issues
* Partner with internal stakeholders to ensure the accuracy of accounting data
* Analyse themes and trends from a range of sources and systems in order to identify opportunities to integrate improvements across billing to minimize billing issues
* Translate business objectives into clearly defined process and procedure in order to support achievement of departmental/operational financial objectives
* Schedules and assigns personnel as required to assure proper flow of work and meet billing and remittance deadlines
* Through the assigned work group, is responsible for making appropriate adjustments and corrections to customer accounts, the initiation and posting of credit balance funds, proper billing for unbilled gas due to meters not registering, accurate and timely billing of service charges, initiation and completion of new service line orders, completion of applicable service orders, billing for excess service line footage, and reviewing main extension contracts and refunds

## Qualifications for billing supervisor

* Strong working knowledge of Microsoft business applications (Word to create and save documents
* Experience in a similar industry (engineering consulting, construction, industrial, ) preferred
* Knowledge of SalesForce and CRS system will be considered as a plus
* The ability to professionally and cooperatively interact and communicate with the region, area and division leadership team staff and customers to accomplish goals in an effective manner
* 5+ years related work experience in A/R and collections with at least 3 years of supervisory experience preferred
* Education equivalent to an Associate’s degree or the equivalent in related work experience