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

# Example of Director, Billing Job Description

Our innovative and growing company is looking to fill the role of director, billing. 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 director, billing

* Ensuring company billing practices adhere to applicable governmental and payor regulations and policies
* Collaborating with departments to prepare for acquisitions and assimilate acquired businesses into the billing and collection processes and procedures
* The Director, Customer Onboarding and Billing Services will be responsible for management and oversight of accurate and timely customer setup, enrollments, and invoice production of standard and complex natural gas and electricity commodity and non-commodity services customers 
* Oversee Billing team responsible for all activities related to invoicing sales of natural gas, electricity, and other energy products 
* Oversee all onboarding and billing activities non-commodity products and services 
* Accountable for the completeness, accuracy, and timeliness for commodity and non-commodity customer onboarding and billing 
* Oversee evaluation of effectiveness of onboarding and billing work functions and implements changes to policies, procedures and systems as appropriate to support both standard transactions and customized solutions for complex transactions and key customers 
* Ensure proper controls are in place and operating effectively for all onboarding and billing activity to comply with internal and external control requirements in order to minimize company risk 
* Maintains knowledge of applicable rules, regulations, policies, laws, and guidelines that impact patient accounting
* In collaboration with the Director of Residence Life and the Associate Director of Housing Services, oversee and coordinate opening and closing procedures at the beginning and end of semester breaks and vacation periods

## Qualifications for director, billing

* 8+ years of post-graduation working experience
* 2+ years of previous experience managing/supervising a team
* 3 years practicing Lean Six Sigma, including a minimum of 9 documented projects such as DMAIC, Value Stream Mapping and Kaizen events
* Proven ability to drive continuous improvement of product design, program management, and business processes
* Lean and/or Six Sigma Black Belt certification
* 10+ years of relevant experience in a technology leadership role