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# Example of Supervisor Billing Job Description

Our innovative and growing company is looking to fill the role of supervisor billing. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for supervisor billing

* Create and maintain an environment with intense focus on delivering timely and accurate billing
* Lead team to identify and acquire key inputs required to resolve errors and enable invoice processing
* Of invoice processing, invoice accuracy and timeliness, and resolution of
* Our Revenue Cycle team while making a difference in the lives of our customers
* Responsible for the day to day supervision of a team of Billing Clerks/Billing Accounting Clerks focused on the timely processing of payments, claim errors, claim documentation requests or appeals, and refunds
* Interact with patients, clinicians, insurers, Billing Director, Billing management and MGI Finance to ensure timely processing of claim errors, payments and refunds
* Ensures completion and accuracy of the daily and monthly bank statement reconciliations
* Cooperates with requests for information from MGI Finance and external auditors
* Hire, develop and train qualified billing employees
* Research and approve specimen processing invoices

## Qualifications for supervisor billing

* Previous business travel experience preferred
* Past experience with virtual teams preferred
* 3-5 years of advanced ACSR experience
* Able to work flexible hours, including early morning, late nights, and weekend to manage CSG releases, large project launches, macro automation kick off, and to achieve deadlines
* Self-motivated, high energy and able to work in constantly changing and often stressful environment
* 3 - 5+ Years of service operations, business operations, and/or financial operations experience in the insurance industry that directly aligns with the specific responsibilities for this position