



Example of Billing Administrator Job Description

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Our growing company is looking to fill the role of billing administrator. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for billing administrator

- Correct product mapping in the billing platform (MIND)
- Billing solutions that are successfully and timeously implemented
- Coordination with infrastructure and vendors to ensure a reliable and stable platform
- Financial reporting and billing is accurate and timeously
- Development of ad-hoc billing reports as required
- Prepares government and subcontractor progress payments, time & material, and cost plus fixed fee invoices/vouchers by generating and extracting the pertinent information from specified Company computer reports
- Supervise the billing process involving the production and distribution of all Client invoices in an accurate and timely manner
- Monitor the work of the Billing Administrator
- Work closely with DCS teams on billing related issues
- Monthly reporting to management on billing issues invoicing, credit notes, W-I-P

Qualifications for billing administrator

- Experience of working with US/ European/Canadian clients would be an added advantage
- Minimum of 3 years experience working in a high volume billing department with specific experience in reconciliations
- Basic accounting skills required, associate's degree with prior QuickBooks knowledge preferred

- Advise management on billing issues