



Example of Billing Assistant Job Description

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Our growing company is looking to fill the role of billing assistant. 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 assistant

- Supply accurate, timely, and insightful reporting (directly) to Project Billing Analyst, (indirectly) to Production Management, and, as needed, the Executive Leadership Team
- Verifying open Purchase Orders for payment processing
- Rectifying credit card bills with manufacture charges
- Communicating with manufacturers to resolve billing issues
- Assisting accounting department with billing tasks
- Act as a key resource for the team, , independently seek out answers to questions, take initiative, leverage network of resources to solve problems and proactively cascade knowledge to peer network
- Submit printing requests for client meetings and other needs as necessary
- Self-directed prioritization of work and projects
- Identify billing issues and effectively communicate and resolve these issues with the Supervisor
- Perform billings and collections activities of clients

Qualifications for billing assistant

- Creation and modification of macros (VBA)
- Creation of pivot tables
- Experience with large ERP systems such as PeopleSoft, SAP, Oracle, (PeopleSoft 9.0 preferred)

- Ensure that all receivables transactions are recorded properly to the general ledger
- Responsible for workflow and accounts receivables processes