



Example of Billing Assistant Job Description

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Our 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

- Responsible for the primary billing contact for assigned Partners/clients
- Ensure billing transactions are processed in a timely fashion
- Responsible for all facets of the billing and collection function
- Prepare and manage client invoices
- Work with the Partners to monitor the status of open matters and follow-up on outstanding receivables
- Follow invoicing requirements & formats, rates, charges, submission requirements for client invoices
- Generate invoices on a daily basis for various engineering and construction contracts
- Coordinate the review and approval of invoices with internal project managers
- Verify the accuracy of invoice calculations
- Compile expense reports, timecards, supplier invoices and other documentation as back-up that is to be submitted to the client with the invoice

Qualifications for billing assistant

- General administrative responsibilities and other duties as required
- Prepare billing using Elite Enterprise System
- Strong computer and typing abilities, including proficiency in Microsoft Word,

- Must be very detail oriented and extremely organized
- Capable of prioritizing workload and handling multiple tasks simultaneously