



Example of Billing Assistant Job Description

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Our company is growing rapidly and is hiring for a billing assistant. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for billing assistant

- Send notification of all active media to field teams
- Support the media team with research and complete accounting projects
- Maintains white board with updated trailer information
- Assist Traffic coordinator with preparing shipping orders, scheduling task, assigning load sequences, and placing the TU's into the dock doors
- Assist in general office duties required in any efficient office
- Assist in taking physical inventory
- Print daily cash receipts reports and code checks
- Perform daily interface of software systems
- Scan invoices and upload in Max
- Assist with scanning, emailing and mailing invoices per client instructions

Qualifications for billing assistant

- Excellent customer service skills, strong written and verbal communication skills and the ability to work independently with limited supervision
- Someone who can work in a high-volume, fast-paced work environment, can multi-task and prioritize projects
- A strong sense of urgency, strong attention to detail and excellent organizational skills
- Bachelors Degree or Associates degree in Business, Finance, Accounting, or similar preferred
- 2-5 years of experience as an administrative assistant, billing specialist or

