



# Example of Billing Assistant Job Description

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Our growing company is looking to fill the role of 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

- Match invoices with the provider pay report to ensure both bill and pay has been processed
- Cross train in other departmental areas for backup support, as needed
- Resolves inquiries from vendors, purchasers, non-operators, etc regarding payments or statement discrepancies
- Creating invoices and monthly reports
- Updating and maintaining customer master files with contact information
- Maintaining and updating special billing instructions for customers
- Maintaining customer files after invoicing
- Assisting in provided audit materials during year-end audit
- Work with Revenue Cycle Director to determine appropriate revenue goals and monitor annual operating revenues
- Work with the Revenue Cycle Director to accomplish the goals, objectives and strategic plan established for all PBS

## Qualifications for billing assistant

- Experience using Microsoft Office (Word, Outlook, Excell)
- Sense of urgency in responding to staff and client requests
- Bachelor's Degree in Accounting, Business Administration, Marketing, or a related field preferred
- 2-3 years database entry or bookkeeping experience
- Courteous and professional demeanor with strong communication and

