



Example of Billing Associate Job Description

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Our growing company is hiring for a billing associate. 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 associate

- Run reports and submit billing files for Commercial Stop Loss
- Answers complex billing, cash application, collections and payments questions from internal and external customers
- Composes and formats detailed accounting records, payment and billing history for customer
- Work with Accounts Receivable on reconciliations
- Associate will be responsible for billing multiple high dollar accounts in JDE/AS400 and Lansa
- Creates accurate installment and per claim invoices for assigned clients
- Work closely with various business units
- May assist in basic analytics pertaining to financial transactions
- Processes credit memos and/or issues RMA numbers as applicable for invoicing corrections
- Monitors unbilled loaner reports and works with sales force to gain PO# closure

Qualifications for billing associate

- Willingness to help improve and develop current processes
- Experience working with Microsoft Word and Excel, medical practice management software, and navigation of insurance provider portals for verification of eligibility and benefits, claim status and online appeals
- Review and organize daily transactional schedules

- Work closely with peers in supporting group work-load and period-end analysis and reporting
- Graduate degree in finance, accounting, economics or other business discipline