



Example of Billing Associate Job Description

Powered by www.VelvetJobs.com

Our growing company is looking to fill the role of billing associate. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for billing associate

- Assist in all internal and external audits
- Perform reconciliations and analyses of key accounts and coordinate activities with accounts payable department
- Prepare spreadsheets for management as needed
- Maintain contract records
- Act as liaison between sites and India offshore office, troubleshooting issues that arise
- Must be able to complete tasks in an assigned time frame
- Run reports at month end closing
- Communicate new and changing client policies
- Ensure rates are up-to-date and submit rates for approval as needed
- Communicate issues that may require follow-up and escalation

Qualifications for billing associate

- Minimum of 3 (three) years previous work experience
- Two or three years of occupationally specific training beyond high school or an AA degree preferred
- Strong customer service orientation and strong problem solving ability
- The ability to resolve problems that require the use of basic scientific, mathematical or technical principles
- Computer proficiency, including Excel, Outlook
- Excellent organizational, oral, written, and communication skills required