



Example of Billing Manager Job Description

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Our growing company is hiring for a billing manager. 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 manager

- Supervises the staff and daily operations of the Billing and Collections business functions
- Monitors postings and all billing to ensure compliance with established company policies and regulations
- Reviews and approves billing transactions, including invoicing, refunds, credits, cash application and write-offs
- Manage month-end closing of billing group, work with multiple Accounting and Finance teams at month-end and helps to analyze and understand trends
- Maintains up-to-date expertise and knowledge of compliance, code changes, billing laws, rules, regulations, and developments necessary for the organization to make informed business decisions
- Behavioral health billing with a variety of payers
- Processing electronic medical billing using online software
- Provides overall leadership and management to the billing group
- Proactively react to changing business needs and assess the impact of changes to core Billing system, processes and global internal/external stakeholders
- Drive efficiency and effectiveness by reviewing Billing Operations processes and provide recommendations to streamline operations

Qualifications for billing manager

- Ensure the accurate and timely processing of all customer billings (License

company's accounting systems as required, in accordance with company policies and procedures

- A background demonstrating strong analytical and problem solving ability necessary, re-engineering and project management
- Candidate must demonstrate strong leadership skills
- Understanding of market-related issues, contract development, negotiation, and pull-through the legal and regulatory implications associated with private and government payer contracting
- Prior systems, applications, and field metering related experience
- Minimum four years experience in accounting or billing required