



# Example of Billing Manager Job Description

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Our growing company is searching for experienced candidates for the position of billing manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for billing manager

- Oversee the day-to-day enterprise bill-to-collect operations of the billing team ensuring adherence to policies and procedures
- Address escalations of exceptions and discrepancies identified by Billing Specialists
- Direct day-to-day operations, priorities and broad scope work assignments for the Initial Billing Team
- Serve as the primary point-of-contact for Operations, providing quick resolutions surrounding billing issues
- Managing delivery to contracted commitments related to billing/disputes
- Approves financial adjustments (write offs and refunds) to individual accounts (using prior experience to determine accuracy and ensure compliance with all internal and external regulations)
- Monitors the flow of work of assigned staff and reassigns as workload demands
- Monitors and analyzes all reports for the operational success of the CBO
- Ensures that bad debt indicators at the established ASD goal
- Implements processes and action plans set forth by the CBO Director

## Qualifications for billing manager

- 5+ years insurance billing, collections, credentialing and management experience from multi-location practice and numerous insurance companies

- The ideal candidate will be an accounting and finance professional with at least 5 years of billing experience and a minimum of 2 years of supervisory experience in a mid-large organization, both preferably in a law firm
- Ability to resolve complex problems and make sound decisions in a timely manner
- Strong leadership presence and highly motivated team member who easily cultivates effective relationships with senior executives and staff both inside and outside the Finance organization
- Ability to synthesize detailed information while maintaining big picture focus
- Ability to lead, influence and set direction