



Example of Billing Representative Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of billing representative. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for billing representative

- Maintain specific billing processes by overseeing Special Handling Accounts, maintaining spreadsheet
- Acts as a liaison between customers, carriers, and internal departments to resolve customer-initiated billing issues in a timely manner
- Handles and addresses process training issues for internal and external customers relative to the transportation industry in order to minimize preventable billing issues
- Identifies and escalates company provided system related billing issues to management as appropriate
- Responsible for reviewing adjustments prior to invoicing to ensure accuracy
- Generate reports including, but not limited to Unbilled, Ready and Not Ready reports from the Win system, manifests and worksheets
- Cross-train in other areas to ensure coverage in the case of illness, vacation
- Stay current with electronic mailing of invoices to customers
- Maintains and reconciles records and account files
- Performs related accounting activities

Qualifications for billing representative

- Experience using Peach Tree accounting software is a plus
- Ability to follow through with tasks
- Hear normal voice sounds
- Experience with complex account administration

