



Example of Billing Specialist Job Description

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Our company is looking for a billing specialist. 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 specialist

- Prepare draft and final invoice for partner approval
 - Review, analyze and ensure compliance with client's Outside Counsel Billing Guidelines
 - Proactively communicate with partners in issuing bills and collecting fees and costs in a timely manner
 - Continually monitor WIP, AR, aging levels, and unapplied or on-account billings/cash
 - Follow up on partially paid invoices to assure the Firm collects A/R in full and if needed, obtain the necessary authorization and write-off fees or disbursements
 - Follow up with partners regarding on-account invoices so that WIP is relieved in a timely and accurate manner
 - Establish strong communications with clients' financial staff so that the Firm's bills are processed expeditiously
 - Respond to client inquiries/questions in a timely manner and escalate issues as needed to Supervisor, Manager, Director or other Firm management as needed
 - Collaborate with the billing/collection team and other Finance personnel and work closely with partners and their secretaries to achieve the Firm's goals
 - Generate centralized tuition invoices for third party sponsors/payers and students
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- Seven years of experience required
- New graduate and/or manual billing and/or AR experience
- Able to work on own initiative member of a team
- Able to ensure work outputs and standards are maintained
- Persistence and drive to get the job done
- Experience of Accounting packages PeopleSoft/nVision/Hyperion or other large accounting packages