



Example of Billing Specialist Job Description

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Our company is growing rapidly and is looking to fill the role of billing specialist. 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 specialist

- On historical billings and current engagement amounts
- Provides routine weekly, semi-monthly, monthly, and ad hoc reports to assist billers in billing analysis and engagement
- Process and review all aspects of orders or contracts, including pricing to ensure compliance with Company policy
- Anticipate problems and initiate course of action to resolve
- Maintain customer files with sales contracts and other information
- Respond to inquiries regarding pricing, terms & conditions, billing and shipping
- Work directly with internal and external customers to resolve billing and contract billing problems/issues
- Review contracts and orders to ensure adherence to company policies and procedures
- Audit monthly revenue numbers to ensure correct billing and shipping
- Analyze monthly invoices and revenue results for assigned accounts

Qualifications for billing specialist

- Associate's and/or Bachelor's Degree or in process of obtaining either
- Minimum 2 year business related degree
- Limited travel may be required for initial training
- Exceptional ability to multi-task to meet program and business goals
- Outstanding audio, verbal and written communication and customer service

