



Example of Billing Specialist Job Description

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Our company is growing rapidly and is hiring for a 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

- Respond daily to billing related questions
- Maintain billing files
- Provide professional customer service to our clients in the field
- Submit invoices electronically
- Assist team with initial matter set-up and leader approvals based on client Letters of Engagement (LOE)
- Assist team in monthly monitoring, clearing and obtaining updates from management on all matters
- Billing support and back-up for Corporate Finance & Restructuring division
- Create and send invoices direct to clients
- Process and apply cash upon funds being received
- Monthly Billing Run and Reports

Qualifications for billing specialist

- Must possess proven problem solving skills, critical thinking skills and the ability to effectively read, write and give oral direction(s) to project personnel
- Must have proven skill level to interpret project documents, including but not limited to, timesheets, spreadsheets and billing documents
- Associates Degree in Business or related field or combination of education and relevant experience
- Minimum 3 years of experience in Billing, preferably in Insurance or Software Industry

- A bachelor's degree in finance or accounting preferred, or equivalent industry experience