



# Example of Billing Specialist Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our company is looking for a billing specialist. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for billing specialist

- Detailed contract review
- Setting up client invoices and tracking based on contracts
- Provide corporate staff with progress on billing requests and information relating to billing issues
- Maintain inventory levels and replace office supplies as necessary to support business operation
- Meet with operations management regularly to ensure accurate invoicing
- Prepare and process month end invoicing reports for accurate revenue recognition
- Maintain a file of copies of all charge slips, debits, credits, , issued to each job file
- Enter purchase requisitions into system and file into appropriate job cost folder
- Enter inventory accounting entries and update inventory tool unit cost from allocation worksheet
- Oversee reconciliation of inventory tool to General Ledger

## Qualifications for billing specialist

- 4+ years of collections experience required having calculated and maintained fee schedules and payouts, along with proven ability to execute the invoicing, processing, collection, and confirmation of fees

- Must be able to manage deadlines, prioritize workload, and maintain composure in a fast-paced work environment
- Aptitude for mathematics and can produce formulas to calculate fees and account valuations given variable client portfolios and fee structures
- Minimum 3 years of experience in AR, preferably in Insurance or Software Industry
- Preference for Microsoft Dynamics SL / AX ERP experience experience with Chargify or MAS500