



Example of Billing Support Job Description

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Our innovative and growing company is looking for a billing support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for billing support

- Responsible for monitoring the daily operations of the Billing unit in regards to credit/debit, approves credit memos and improves productivity and accuracy
- Effectively supervises billing staff
- Responsible for staff training, team/individual development
- Monitors and reviews Billing productivity/processes and takes corrective action, when necessary
- Approve credit memos in compliance with local laws and approval process
- Work with team/internal customers to resolve any discrepancies
- Implement process improvements to increase productivity and accuracy
- Review/approve accounting entries and reconciliations
- Diagnose/Triage Billing Errors and questions
- Charges additional fees to student accounts, including late fees

Qualifications for billing support

- Five years of general accounting, financial management, international billing, or corporative collection
- At least 2 years of experience in a supervision role
- Three to five years of general accounting, financial management or international billing
- Reviews daily upload to ensure that charges and adjustments are uploaded accordingly to the appropriate accounts

- Serves as emergency back-up for other functional areas as needed (front desk, assignments)