



Example of Billing Job Description

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

Responsibilities for billing

- Increase department efficiencies through identifying and implementing process improvements
- Processes, verifies and audits invoices, payments, refunds, disputes, adjustments
- Occasional analytics of reporting issues related to the department
- Manage Invoice Files ensuring invoices/credit note files are submitted accurately and in a timely fashion
- Training, supervising and managing assigned billing staff ensuring the highest quality of service is provided to internal customers and external clients in a timely and accurate manner
- Provide the timely resolution of billing discrepancies and issues
- Manage special projects within department and coordinate projects with other departments, as necessary
- Maintain a thorough understanding of each client contract in order to reflect any unique billing requests as outlined in the contract
- Keep up-to-date on clients and services the company is providing to ensure billable services are accounted for
- Build positive rapport and communicate appropriately with different personality types

Qualifications for billing

- This role requires building relationship with multiple data owners in order to ensure that the Spend & Headcount does not exceed the budget and

- Familiarity with Government payment website such as Wide Area Work Flow, DFAS
- Critical thinker and exceptional problem solver with excellent written and verbal communication skills
- Ability to maintain professional leadership and effectively manage and progress work in challenging situations
- Ability to learn financial applications quickly
- Mature part -qualified accountant with University degree (BA/BS or equivalent) required