



Example of Billing Job Description

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Our growing company is hiring for a billing. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for billing

- Perform month end tasks for accounting close
- Maintain PEM/CMATRIX reports at reasonable levels
- Assist in on-going pricing projects related to contracts, audit, publications, and/or billing
- Work with other team members to ensure projects are initiated and implemented according to expectations
- Maintain our document materials in an organized fashion, as set forth by the department's standards
- Aid the Billing Manager in any financial or invoicing reports
- Weekly billing back-up generation
- Weekly invoicing in GCS Deltek software
- Daily communication with Finance Department
- Manage several direct report employees and team performance

Qualifications for billing

- Monitors unbilled and accounts receivable balances of team members
- Participates in interviewing and training new billing staff as needed
- Managing the calculation process for performance related fees and being the technical expert in this area
- Will be co-located with business users
- Should be comfortable while front ending with business users

