



Example of Billing Job Description

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Our company is looking for a billing. 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

- Work with various stakeholders and business partners to improve the overall GME experience
- Manage the employee hiring process
- Review and analyze client contracts for proper billing
- Accumulate billing data from multiple sources, maintain contract rates, invoice and credit memo issuance in the SAP OTC system
- Work collaboratively with the billing team members to meet deadlines and required project work
- Manage a team of eight associates who perform various billing functions for the Bank Solutions group
- Work and interact with other groups within K12 to ensure accurate billing, Systems, Client Services, Operations, Sales
- Book monthly invoices in Oracle
- Research customer billing inquiries
- Calculate customer commissions

Qualifications for billing

- Reporting Revenue and Operational Key Performance Indicators to the business units and Finance
- Responsible for coordinating with various teams for issue resolutions, with but not limited to Central Teams, AMS teams & third party vendors
- Proficient in using different Tools and Utilities like TOAD, PL SQL developer

- Responsible for assigned SLAs, Proactive planning , Should take the ownership & responsibility of the task assigned