



# Example of Coordinator Billing Job Description

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Our growing company is searching for experienced candidates for the position of coordinator billing. 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 coordinator billing

- Working with the appropriate functional managers on monthly team billings and providing related reports
- Responding to questions and concerns from members on cancellations, freezes, monthly billing issues or any account changes
- Supporting the Membership Department in tracking monthly sales, retention rates, revenues and cancellations
- Participating in year-end audit preparation as appropriate
- Working with designated collection agency on past due payments
- Reviewing time entries to ensure proper matter coding, billing rates, compliance with client guidelines and/or e-billing guidelines, and missing time
- Preparation of client bills, including preparation of narrative description bills detailed time/cost bills from Elite
- Application of internal policies and procedures related to billing adjustments and other billing processes
- Editing, transferring, and writing-off time/costs as directed
- Finalizing and processing bills into Elite Enterprise

## Qualifications for coordinator billing

- Must have the ability to communicate and work with diverse people at all levels of the company with outside vendors
- Billing and Elite Enterprise experience is preferred

- Closing and balancing bill batches and logs
- Handling billing inquiries, client accruals, and account analysis
- Oversee quarterly media reconciliations