



# Example of Coordinator Billing Job Description

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

- Process client inquiries and requests in a timely and cooperative manner and provide follow-up
- Complete manual invoices and accounts receivable
- Works closely with sales and various departments to complete billing accurately
- Provide backup support for customer phone calls and emails
- Liaise with Project Delivery Team, Administrators, to address issues and concerns on invoices
- Establish and maintain the eBilling process for designated clients, using Leds and PDF invoicing
- Interact with all staff in a positive and motivational fashion supporting the Company's mission
- Comply with all reimbursement policies
- Perform accurate maintenance of PeopleSoft
- Serves as the main point of contact for the renewal process

## Qualifications for coordinator billing

- Accounting Degree or equivalent work experience preferred
- Experience working in accounting/finance organization required
- High School diploma and 5 - 7 years of general accounting experience with contracts and billing emphasis

- The ideal candidate will be numerate and have excellent administrative skills, be able to set up efficient systems in order to prioritise and organise their own workload and have a keen understanding of financial deadlines
- Professional manner, with a service mentality