



Example of Manager Billing Job Description

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Our innovative and growing company is hiring for a manager 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 manager billing

- Document the inspection and review of all invoice drafts processed
- Ensure that processes are in place to meet the above objectives and that they are consistently applied
- Act as the 'technical expert' for the function, in a proactive and reactive capacity
- Drive business line initiatives to comply with financial procedural requirements
- Help assess team's areas of strength/weakness and develop plan for group and individual development
- Identify material issues/concerns that arise and coordinate resolution, including communications to Senior Manager and leadership team
- Develop team concept
- Support team's individual goals, monitor progress
- Contribute towards employee performance evaluations in a timely manner
- Achieve operational objectives by maintaining current system

Qualifications for manager billing

- Must have some Utilities Billing experience
- A minimum of seven (7) years of experience (minimum of 3 year exempt level) in billing and/or related business activities
- Minimum of five years' experience with
- Works effectively with multi-office responsibility culturally and educationally

- Proven ability to build confidence and trust with department members and external business partners and provide excellent customer service
- Ability to manage and motivate people and ability to interact with senior management and providers