



# Example of Manager Billing Job Description

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Our company is looking to fill the role of 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

- Work as a 1st line controls to the wider business for all queries across customer revenue, rating, usage & charging
- Monitor on-line claim editing, submission and reconciliation procedures
- Assist in hiring, managing and developing department staff to ensure appropriate skills base is present in the staff, to ensure that skills needed for future needs are developed in advance of their need
- Track budgets and schedules, manage scope, and call out risks
- Lead, drive, motivate and set direction for project team members to achieve delivery of excellent BCC solutions for internal and external customers
- Ensure solutions to be implemented are aligned to the vision of delivering excellent customer experience, improving business processes and productivity and will fulfil users' requirements and expectations
- Manage change requests and in particular those that impact project timeline and budget
- Communicates trends and engages other departments in establishing processes to prevent the delay
- Oversees payment window processes to ensure timely completion, escalates delays and assures the process is completed according to the payment window compliance policies and procedures
- Identify staffing needs and communicate those needs to the Billing Director

## Qualifications for manager billing

- 3-5 years' experience managing people/ leading teams to include experience performing hiring/ selection activities, performance management and employee development
- Preference for experience supporting high volume processing or technology environments
- Prior experience in researching, analyzing and solving billing issues
- Experience with Oracle Accounts Receivable and Order Management/ Service Contracts preferred
- 5+ plus years of business experience in accounting, auditing, billing or relevant environment