



Example of Manager Billing Job Description

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Our company is searching for experienced candidates for the position of manager 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 manager billing

- Consistent follow-up on A/R collections
- Assessing and identifying items at risk of non-payment from clients and escalate accordingly
- Organization of daily work day to day maintenance
- Responsibilities include but not limited to decisions pertaining to workloads, staffing needs, associate reviews and department procedures
- Provide ongoing associate development through regular interaction and feedback
- Able to plan and organize to ensure work is completed timely
- Maintain a full understanding of the work being completed by associates and the status of the various projects
- Collaborate with the leadership group in Advisory Operations with respect to overall department strategy and decision making
- Collaborate with Advisory Marketing/Product and Advisory Compliance with respect to processes, products, and procedures
- Overall responsibility for managing assigned staff, including full performance management (Interviewing, hiring, and disciplinary actions including up to termination of employment according to Policies)

Qualifications for manager billing

- 2-4 years Customer Billing experience and knowledge of billing systems or

- Collegial certificate in administration or equivalent experience (3 à 5 years of experience in billing environment will be considered as a plus)
- Requires lifting papers or boxes up to 50 pounds occasionally
- Advanced knowledge of finance principles and relevant internal policies
- A successful proven track record gained within a finance environment
- Able to maintain confidentiality in all assignments and tasks