



Example of Senior Billing Specialist Job Description

Powered by www.VelvetJobs.com

Our company is looking to fill the role of senior billing specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior billing specialist

- Work closely with Trading, Scheduling, and the Inventory/Exchange group to resolve all outstanding reconciling items
- Assist the Supervisor in establishing policies and procedures for Billing
- Ability to pull information from multiple sources and combine that information to create monthly invoices in SAP
- Direction and implementation of all production file imports into the billings systems
- Initiates the monthly billing process for assigned billers which may include reviewing or recommending billing amounts based on historical billings and current engagement amounts
- Serves as a resource and mentor for junior team members
- Independently investigates billing issues and processes invoice adjustments to ensure invoice correctness and employee margin accuracy
- This individual should have the ability to perform required tasks independently contribute as needed in a team environment
- Coordinate with multiple departments (ex
- Monitor contract terms and associated billing, and adjust pricing set up as needed

Qualifications for senior billing specialist

- Bachelor's degree with 7 years of experience in the accounting profession including supervisor experience
- Familiarity with professional services operations a plus

- Experience working for print, direct mail, manufacturing, or other services companies a plus
- Experience with SAP a must