



Example of Senior Billing Specialist Job Description

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Our company is growing rapidly and is hiring for a senior billing specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for senior billing specialist

- Accurately and completely produces, processes, collects, and/or posts transactions or other designated functions in a timely manner with minimal direction from management
- Maintains competency, meets work standards, and maintains proficiency to perform all daily transactions and functions
- Assists in leading and openly supporting management in all departmental and organizational initiatives to achieve departmental and cash goals
- Completes special projects timely and accurately
- Shares expertise with staff, coordinates onboarding, and conducts education and training
- Ensures that billing, follow up and collection policies, procedures and guidelines are accurate, accessible and communicated to the staff
- Proactively identifies, communicates, quantifies, and monitors account detail or workflow processes for barriers in work environment
- Recommends process improvements or courses of action for problem resolution to management
- Quantifies or trends issues that recur in order that management may correct issues from point of origin, and assists with implementation of such measures
- Monitors the various billing data feeds entering the billing system and the team member must have strong analytical skills to detect out of tolerance values from normal levels which can indicate potential billing errors

Qualifications for senior billing specialist

- Ensure feed are uploaded in an accurate and timely manner
- Minimum two years' experience in a billing, finance or accounting environment required
- A bachelor's degree with concentration in business, finance, or accounting is preferred
- Must be able to collaborate with a variety of groups