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JOB DESCRIPTION – BILLING CLERK

DEPARTMENT: Accounting

JOB TITLE: Billing Clerk

REPORTS TO: Controller

PURPOSE: The purpose of this job is to ensure that all billing processes/reports are done in an accurate and timely manner. Furthermore, that the aforementioned are completed in accordance with established accounting procedures and standards.

JOB DUTIES:

Billing Duties:

- Gathers and prepares all necessary information required to complete billing process.
- Prepares accurate billing statements for all accounts and sends to the appropriate party.
- Maintains and updates files for paid and unpaid statements.
- Assists in the collection of receivables and provides the Controller with a current listing of all unpaid statements.
- Assists with the coordination of data into files after month end billing.
- Processes and posts all remittances to accounts.
- Updates and maintains accurate documentation of accounts receivable.
- Contacts insurance companies, governmental program departments, and private individuals in regard to remittances, denials, and partial payments.
- Creates billing files for new clients and maintains billing files for established accounts.
- Reviews the census audit and verifies all billing transactions to ensure the accuracy surrounding fees charged for services provided.
- Prepares/processes the daily deposits and file remittance copies.
- Posts all reimbursements to ensure an accurate accounts receivable.

JOB REQUIREMENTS:

1. General bookkeeping knowledge and the ability to ensure accurate and timely billing services.
2. General knowledge of accounting standards and procedures as well as federal, state, and local rules and/or regulations that apply to the billing function.
3. Ability to provide all reports under the authority of this position in an accurate and timely manner.
4. Ability to maintain accurate records and files any necessary reports.
5. Ability to learn the company's quality objectives and apply those objectives in the performance of all job duties.
6. Ability to monitor accounts receivable and provides the billing supervisor with reports as needed.
7. Ability to perform basic mathematical calculations, as well as occasionally complex calculations.
8. Ability to manage and maintain confidential information.
9. Ability to operate all necessary office equipment to accomplish job duties such as computers, calculators, typewriters, telephones, fax machines, etc.
10. Ability to communicate effectively both orally and in writing.
11. Ability to remain calm and professional during peak periods of activities.
12. Ability to comply with all job related guidelines.
13. Knowledge of organizational methods and the ability to manage multiple tasks simultaneously.
14. Ability to work daily and overtime as required.
15. Ability to assist in other work related areas as required.

BASIC PHYSICAL REQUIREMENTS:

Approximate: 8-Hour Day (may be longer during peak season)

Key:	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Frequent
Bending/Kneeling/Crouching/Stooping				Frequent
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				Frequent
Working on Heights:				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 0 to 50 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 0 to 100 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				N/A
Read/Monitor Gauges on Various Equipment/Machinery				N/A
Hand Movements:				
Recording Data				Continuous
Operating Office Equipment				Continuous
Operating Computer				Frequent
Simple Grasping (right and left)				Frequent
Firm Grasping (right and left)				Frequent
Fine Manipulating (right and left)				Frequent
Foot Movements to Operate Foot Controls				N/A
Vision: Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
Color Definition Required:				NO
Hearing: Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
Mobility: Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Frequent
Plant				N/A
Equipment/Maintenance or Repair Area				N/A
Rough Terrain				N/A
Other				N/A

BASIC MENTAL REQUIREMENTS

This job requires the mental abilities to monitor billing related functions, analyze figures and computer generated data, develop/maintain an effective filing system, and prepare all necessary reports. Furthermore this position requires logical thinking, common sense, and the ability to solve problems as they arise.

WORKING CONDITIONS AND EXPOSURES:

General office working conditions exist, including some extended periods of computer work and extended hours during peak periods of activity.

TRAINING:

Safety:

Right-to-know

Other:

On-the-job Training
Employee Handbook

JOB QUALIFICATIONS:

Education:

High school diploma required.

Experience:

Two (2) to three (3) years of bookkeeping experience required

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

JOB DESCRIPTION ACKNOWLEDGEMENT

Job Title: Billing Clerk

- YES ____ NO ____ I have been provided a copy of the job description to read or the job functions have been explained to me.
- YES ____ NO ____ I understand the requirements of this job.
- YES ____ NO ____ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

Date

Applicant Signature