



<b>Job title</b>	<i>Billing Manager</i>
<b>Reports to</b>	<i>Senior Accountant</i>

### **Job Purpose**

The Billing Manager oversees the billing department, ensuring accurate invoices, managing collections, and maintaining compliance with financial reporting requirements. Your responsibilities will include ensuring the efficiency of billing operations by designing and improving billing systems, processes and software, coordinating with different departments to ensure accuracy, managing and leading the billing team, and setting billing policies that comply with our financial and legal regulations.

Our ideal candidate is detail-oriented, possesses outstanding leadership skills, and has a strong understanding of billing procedures, and the tenacity to tackle any project.

*Their main goal is to secure revenue for the organization.*

### **Duties and Responsibilities**

Duties and responsibilities include, but are not limited to:

- Oversee the creation and distribution of accurate customer invoices
- Design, implement, and improve billing systems, processes, and workflows
- Investigate and resolve billing discrepancies and customer issues
- Manage account balances and ensure timely collection of payments
- Supervise, train, and support billing staff
- Ensure billing operations comply with financial and legal requirements
- Develop and generate reports on billing activity and performance
- Collaborate with operations, sales, and accounting teams to ensure billing accuracy
- Communicate with customers regarding billing questions and resolutions

### **Qualifications**

Qualifications include:

- Bachelor's degree in Business, Accounting, Finance, or related field preferred
- Proven experience as a Billing Manager or in a similar role
- Strong knowledge of billing procedures and regulations
- Experience managing and leading a team
- Excellent organizational and leadership skills
- Strong communication and interpersonal abilities
- Proficient in Microsoft Office, especially Excel, and billing software
- Experience in construction or industrial billing/accounting preferred



### **Benefits**

- Competitive salary based on experience
- Health, dental, life, and vision insurance
- Paid time off and holidays
- Supportive team environment
- Opportunity for growth within a stable, local company