
Billing Administrator Resume

Job Objective

Seeking an opportunity to use my strong organizational skills, special training and past experience to secure a Billing Administrator position within a well established organization.

Professional Experience:

Billing Administrator, November 2007 – Present
US – Iron Mt Digital Services, Omaha, NE

- Verified the monthly billings with the revenue collected to check for any errors.
 - Resolved any discrepancies in billing by checking it with the sale invoice, providing support to customers.
 - Maintained the account receivables group by collecting open invoices and helping to resolve any queries associated with it.
 - Coordinated with the IT department for any errors in the billing system, upgrading the system to make it more efficient.
 - Maintained billing reports by documentation of the invoices and revenue generated.
 - Developed query resolution system by solving customer queries promptly.
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Summary of Qualifications:

- Strong experience of working in the billing department and maintaining the billing systems
 - Sound knowledge of accounting systems like Oracle and other billing systems
 - Familiarity with invoicing procedures, accounts payable procedures and practices
 - Ability to handle multiple projects and prioritize them to meet deadlines
 - Proficient with MS Office (Excel, Word and PowerPoint)
 - Ability to resolve discrepancies in the billing system
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Education:

Bachelor's Degree in Accounting, Lesley University, Cambridge, MA

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