
Billing Manager Resume

Job Objective

Experienced Billing Manager seeking employment with reputable organization where my skills and training can be a positive contribution to company.

Highlights of Qualifications:

- Huge experience in managing medical billing in a healthcare environment
 - Deep knowledge of software billing
 - Immense ability to meet all production goals
 - Exceptional ability to analyze solutions and identify problems
 - Excellent communication skills in both oral and written forms
 - Skilled to multitask and work for long hours
 - Proficient in resolving problems mathematically
 - Ability to set and meet defined performance and production goals
 - Ability to work under pressure
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Professional Experience:

Billing Manager
Triple Canopy, Duluth, GA
October 2008 – Present

- Administered efficient working of billing staff and ensured high levels of productivity.
- Ensured compliance to all State and Federal billing regulations.
- Monitored work and ensured adherence to all client billing functions and controls.
- Trained and assisted subordinated in performing all accounting functions effectively.
- Participated in designing and implementing all technical aspects of billing process.
- Evaluated billing functions in accordance with financial procedures and policies.
- Coordinated with client collections and services department to facilitate all billing functions.
- Prepared reports to be submitted to senior management.

Billing Supervisor
Clark Davis, Duluth, GA
August 2003 – September 2008

- Oversaw efficient working of processes according to deadline.
- Trained all billing representatives in performing billing work and developing systems.
- Evaluated all maintenance renewal schedules and prepared quotes to be presented to customers.
- Performed troubleshoot on all billing and invoice issues for internal departments.
- Coordinated with director and performed year end audits.
- Provided support to department in case of vacations.

Billing Specialist
GES Exposition Services, Duluth, GA
May 1998 – July 2003

- Developed system billing for clients and prepared draft statements.
 - Prepared and evaluated billing reports.
 - Monitored financial systems updated any changes and documented disbursed amount accurately.
 - Managed unusual requests and if required coordinated with attorney on same.
 - Maintained client billing and spreadsheets as required.
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Education:

Bachelor's Degree in Business Administration: Accounting
Central Lakes College, Brainerd, MN

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