
Billing Supervisor Resume

Job Objective

Looking for permanent position as Billing Supervisor within the company.

Highlights of Qualifications:

- Hands-on experience of Billing & Accounts Receivable
 - In-depth knowledge of financial management utility
 - Familiarity with FAR, CAS and GAAP
 - Huge knowledge of billing concepts, practices, and procedures
 - Proficient with Microsoft Word, Excel and PowerPoint
 - Skilled in spreadsheets and relational data bases program for data processing techniques
 - Excellent communication and people skills
 - Strong typing, and data entry skills
 - Exceptional ability to problem solve, follow-up and follow through
-

Professional Experience:

Billing Supervisor, August 2005 to till date
Broadstripe, Norwalk, CA

- Collaborated with convention group contacts to coordinate master account set up.
 - Scheduled work assignments and work loads based on financial impact.
 - Analyzed and interpreted convention sales contracts to ensure compliance to contract terms and protection of assets.
 - Maintained flexible schedule allowing timely responses and resolution to customer requests.
 - Prepared and maintained applicable metrics to analyze invoicing team's performance.
 - Ensured credit policies are strictly monitored and adhered to.
-

Education:

Bachelor's Degree in Finance and Accounting, Eckerd College, Saint Petersburg, FL

[Build your Resume Now](#)