

BILLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position coordinates with other departments to ensure the accuracy of invoices, corresponds with clients to follow up on outstanding payments, and resolve any billing issues. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates with other departments to ensure the accuracy of billing and invoicing information;

Prepares/verifies vouchers, invoices and payments;

May compile payroll data, prepare and/or check payroll;

Operates calculating, computing and other office machines;

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES: Strong customer service skills; good knowledge of modern methods of keeping financial records and accounts; good knowledge of office terminology, procedures and equipment; good knowledge of numerical aptitude and English; good organizational skills and attention to detail; ability to understand and carry out oral and written instructions; ability to write legibly; clerical aptitude; good judgment; neatness; tact and courtesy.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting , Secretarial Science, Office Management, Business Administration, or related field; and three (3) years' experience in maintaining financial accounts and records that includes the operation of a personal computer; OR
- B. Graduation from high school or possession of high school equivalency diploma AND five (5) years' experience in maintaining financial accounts and records that includes the operation of a personal computer.

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