

SENIOR BILLING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical work of a moderately complex nature involving the responsibility for processing financial materials relating to various billing functions. The primary objective of this position is to ensure accurate and timely reimbursement of programs. The billing responsibilities may vary depending on the area of assignment. The work is performed under the direction of a higher-level administrator and work guidance (e.g., lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares a wide range of billing statements, depending on the area of assignment, ensuring compliance with federal and insurance guidelines, including consolidating and analyzing complex financial data to produce accurate and comprehensive invoices;
Evaluates account balances to determine whether billing or account adjustments are required;
Oversees the collection of reimbursement funds from federal and New York State programs;
Communicates with clients, vendors and external agencies to obtain or verify billing information, resolve discrepancies and ensure timely payments;
Coordinates with other County departments to reconcile billing and coding discrepancies;
Follows up on unpaid bills by making calls, sending letters and using other collection methods;
Provides support and direction to staff for accurately entering and managing computer data essential for billing, charge generation and journal entries;
May resolve software related issues within accounts receivable systems and contributes to the design and enhancement of applications by clarifying billing procedures and compliance needs;
May complete special assignments pertaining to billing operations.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of business arithmetic and English; good knowledge of clerical principles and practices; good knowledge of office terminology, procedures and equipment; good knowledge of the principles and practices of billing in a government setting; good knowledge of billing codes and formats; working knowledge of government regulations relative to federal and New York State programs*; ability to carry out oral and written instructions; ability to understand and interpret written material, especially as it pertains to billing procedures; ability to monitor and oversee financial records; ability to use computer programs and software to perform billing tasks*.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or possession of an equivalency diploma and three (3) years of paid office clerical or business work experience, one (1) year of which must have involved billing (e.g., medical), accounts receivable and/or financial record keeping (e.g., Account Clerk, Bank Teller, Payroll Clerk), as a major function of the work (the major function as the work is defined as 50% or more of the day-to-day work functions); or
2. An Associate's degree or equivalent college credits (minimum of sixty (60) credits) and two (2) years of paid office clerical or business work experience, one (1) year of which must have involved billing (e.g., medical), accounts receivable and/or financial record keeping (e.g., Account Clerk, Bank Teller, Payroll Clerk), as a major function of the work (the major function as the work is defined as 50% or more of the day-to-day work functions).

PROMOTION: One (1) year of permanent status as a Billing Clerk.

(over)

*To be demonstrated during the probationary period.

R.C.D.P. (04.14.2015) 08.21.2025
Competitive

03.13.2026 New York State Civil Service approved Non-competitive title in the NY HELPS Program.