

Billing Rep

In the subject line please indicate job title. If you are registered at a One-Stop Center and have a Career Counselor, please include their name.

To apply please send resume to:
boumediene.belhaoua@oconestop.com

Location: Irvine, CA
Education Required:
Compensation: DOE

Experience Required: See below
of Openings: 1
Temp to Hire/ Direct: Direct

SUMMARY: A billing rep assists with the overall operations of the organization's billing department.

REQUIREMENTS:

- Must have prior Billing experience
- Strong work ethic
- Attention to detail
- Ability to follow-through

RESPONSIBILITIES:

- Primary responsibilities for this position include:
- Correspond with customers to resolve billing issues and queries.
- Update and maintain billing records and documentation.
- Interact with customers to respond to specific requirements.
- Perform assigned administration-related duties and responsibilities.
- Maintain invoice records and support documents.
- Collaborate with other departments to cater to customer needs.
- Evaluate, analyze and verify dates of service and billed amounts.
- Verify completeness and accuracy in client information before the billing period.
- Resolve all accounts within given a time frame.
- Update completely unbilled reconciliation once in a week.
- Initiate and perform additional billing responsibilities to meet set goals.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special assistance to participate in this program, please call 949-241-4900. TDD/TTY users, please call the California Relay Service at (800) 735-2922 or 711. Please call 48 hours in advance to allow the One-Stop Center to make reasonable arrangements to ensure accessibility to this program.

