

# Billing Manager - General

**SUMMARY** Supervise the billing coordinators; coordinate all the financial information involved in the sale or production of jobs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following describes the general nature and level of work, but it is not intended to be a comprehensive list of all activities, duties and responsibilities required of the job incumbent. Consequently, job incumbents may be asked to perform other duties as required.

Coordinates the billing functions of each geographic location by communicating regularly with each sites' sales, management and billing coordinators, if present at that location.

Resolves issues arising from actions or events involving administrative functions throughout the progress of a job from sale to billing of the customer.

Coordinates and resolves sales tax issues.

Approve tax credit requests from customers.

Create monthly and quarterly commission reports.

Conducts training, as needed, on use of the Hagen OA system.

Supervise central billing staff located at the Los Angeles Billing Center and any other locations.

Train new employees on standard Company policies and procedures that related to billing

Other duties and responsibilities as assigned.

**EMPOWERMENT** Empowered with the responsibility for taking action regarding his/her own success within this position. Responsible for understanding and supporting all company policies and procedures and applicable laws, including employment and environmental regulations.

**SUPERVISORY RESPONSIBILITIES** Is responsible for the overall direction, coordination, and evaluation of department employees. Carries out supervisory responsibilities in accordance with the Company policies and applicable state and federal laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Four year college or university degree; 4 to 10 years experience in the printing industry.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and

procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.