

All Access Care Point (AACP)

<https://www.aacphealth.org/job/billing-manager>

Billing Manager

Description

A Billing Manager is a professional who is responsible for managing all activities and staff in the billing function. They oversee the development of policies and procedures that ensure timely, accurate customer invoicing.

Responsibilities

- Reconciling billing accounts to the general ledger
- Interfacing with the accounts receivable, credit/collections, and client purchasing departments
- Ensuring the accuracy of invoicing for the company and its customers

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- Proven experience in billing, accounts receivable, or financial management (3–5+ years preferred)
- Strong understanding of accounting principles and general ledger reconciliation
- Experience with invoicing systems and financial software (e.g., QuickBooks, SAP, Oracle, or similar)
- Advanced Microsoft Excel skills (pivot tables, VLOOKUP, data analysis)
- Excellent attention to detail and high level of accuracy
- Strong analytical and problem-solving skills
- Ability to communicate effectively with internal departments and external clients
- Experience managing or supervising a billing or finance team is an advantage
- Knowledge of credit and collections processes
- Ability to handle confidential financial information responsibly
- Strong organizational and time-management skills with the ability to meet deadlines
- Familiarity with audit processes and compliance standards
- Customer-service mindset with strong negotiation and conflict-resolution skills

Job Benefits

- Competitive salary package
- Health insurance (medical, dental, and vision)
- Paid vacation leave and sick leave
- 13th month pay / performance bonus (or annual bonus)
- Retirement or pension plan
- Life and accident insurance
- Work-from-home or hybrid work options (if applicable)
- Flexible working hours
- Professional development and training opportunities
- Career growth and promotion opportunities
- Paid holidays
- Employee wellness programs

Hiring organization

All Access Care Point (AACP)

Employment Type

Full-time

Beginning of employment

Open to candidates who can start within 2–4 weeks after job offer

Duration of employment

Probationary period: 3–6 months

Industry

Information Technology (IT Services / Software Companies)

Job Location

2140 Goldcliff Circle, 20706, Lanham, MD, United States

Working Hours

Monday to Friday schedule
8:00 AM – 5:00 PM or 9:00 AM – 6:00 PM (8 hours per day)

Base Salary

\$ 80 - \$ 100

Date posted

May 11, 2026

Valid through

20.05.2026

- Transportation or meal allowance (if applicable)
- Internet or work-from-home allowance
- Team building activities and company events

Contacts

09684155874555