



O*Net Occupational Review

Selected Criteria:

Occupation: **Billing and Posting Clerks and Machine Operators**

For information about more occupations, go to <http://online.onetcenter.org/> and click "Find Occupations"

Occupation Description

Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

Tasks and Activities

Billing and Posting Clerks and Machine Operators are grouped into the following occupations for which occupation specific tasks, the most important generalized work activities, and detailed work activities are listed.

- Billing and Posting Clerks and Machine Operators
- Billing, Cost, and Rate Clerks
- Billing, Posting, and Calculating Machine Operators
- Statement Clerks

Billing and Posting Clerks and Machine Operators

There is no information about specific tasks and the most important work generalized activities. This may occur because data has not been collected or because this is a composite occupation (e.g., "All Other").

Billing, Cost, and Rate Clerks

Occupation Specific Tasks:

- Answer mail and telephone inquiries regarding rates, routing, and procedures.
- Compile reports of cost factors, such as labor, production, storage, and equipment.
- Compute credit terms, discounts, shipment charges, and rates for goods and services in order to complete billing documents.
- Consult sources such as rate books, manuals, and insurance company representatives in order to determine specific charges and information such as rules, regulations, and government tax and tariff information.
- Contact customers in order to obtain or relay account information.
- Estimate market value of products or services.
- Keep records of invoices and support documents.
- Operate typing, adding, calculating, and billing machines.

- Perform bookkeeping work, including posting data and keeping other records concerning costs of goods and services and the shipment of goods.
- Prepare itemized statements, bills, or invoices; and record amounts due for items purchased or services rendered.
- Resolve discrepancies in accounting records.
- Review compiled data on operating costs and revenues in order to set rates.
- Review documents such as purchase orders, sales tickets, charge slips, or hospital records in order to compute fees and charges due.
- Track accumulated hours and dollar amounts charged to each client job in order to calculate client fees for professional services such as legal and accounting services.
- Type billing documents, shipping labels, credit memorandums, and credit forms, using typewriters or computers.
- Update manuals when rates, rules, or regulations are amended.
- Verify accuracy of billing data and revise any errors.

I have read and discussed the above job duties as described above for a Billing clerk with my Case Manager.

Participant Signature

Date

Case Manager Signature

Date