

## Officer / Executive - Billing, Settlement and Credit Control

Near Jurong East MRT Station

### Responsibilities:

- Generate customer invoices, credit/debit note and posting entries in the billing system under the Retail Department.
- Involve in the billing settlement and reconciliation for the invoices.
- Investigate billing discrepancies and implement corrective actions.
- Analyse contracts to ensure contract and invoicing comply with appropriate guidelines and regulations.
- Provide support to the customer service and sales to clarify any customer's enquiries pertaining to the invoices, and or outstanding issues.
- Perform credit control and prepare an aging report on monthly basis.
- Work with functional groups and IT to improve the billing processes and involve in UAT.
- Ensure proper documentation of new operational processes/workflows.

### Requirements:

- Degree or Diploma in Accountancy or Business or equivalent.
- Ability to perform code changes in Microsoft Excel using VBA and/or in Microsoft Access will be an advantage.
- This role invites people who share values in service excellence and integrity, possess a positive can-do working attitude, be self-motivated, independent with good initiative.
- A team player with good interpersonal and communication skills, achievement oriented and able to build and foster a positive team environment.
- Minimum 1-3 years of relevant experience, preferably in electricity retail business.
- 5-days work week.





Interested applicants, please forward your detailed resume with enclosed photograph including your last drawn salary, expected salary and availability to [HR.SG@pacificlight.com.sg](mailto:HR.SG@pacificlight.com.sg)

Please indicate the position that you are applying on the subject.

(All applications will be treated in strictest confidence. We regret that only shortlisted candidates will be notified)

By submitting your personal data and/or resume to PacificLight (“us”) or to [HR.SG@pacificlight.com.sg](mailto:HR.SG@pacificlight.com.sg), you shall be deemed to have given consent to us collecting, using, and disclosing your personal data for the purpose of assessing your job application. Information collected may also be disclosed to PacificLight Group of Companies (“PacificLight”) which includes PacificLight Power Pte. Ltd and PacificLight Energy Pte. Ltd. for this purpose. Please read our privacy policy [here](#).



PACIFICLIGHT.COM.SG



PACIFICLIGHT



PACIFICLIGHTENERGYSG