

Officer / Executive - Billing, Settlement

JTC Summit (near Jurong East MRT Station)

Responsibilities:

- Generate customer bills and post entries within the Retail Department's billing system.
- Manage the billing schedule, ensuring invoices are generated and sent out on time.
- Verify invoice details, including pricing and quantities, and address any discrepancies. Cross check invoices with customer-signed contract records to ensure consistency and rectify errors.
- Maintain accurate records of charges transactions by entering data into the billing system.
- Analyse contracts to ensure compliance with invoicing guidelines and regulations. Calculate charges based on agreed-upon rates, pricing structures, and contractual terms, apply adjustments if necessary.
- Ensure compliance with industry regulations, tax laws, and company policies in all billing procedures.
- Provide excellent customer support to customer service, sales, and finance by addressing billing related inquiries, disputes, and clarifications.
- Manage the collection process, which involves send the payment files and upload return files from the banks into the billing system.
- Take part in the billing settlement and reconciliation for the invoices from MSSL and EMC.
- Oversee billing system, troubleshoot technical issues, and collaborate with cross-functional teams and IT to enhance billing processes, including participation in UAT.
- Collaborate with external stakeholders such as banks and third-party vendor to ensure queries and issues relating to the operations are addressed.
- Identify system or process gaps and propose system enhancements and control risk measures as needed.
- Prepare and analyse billing reports, including revenue summaries, aging reports as required.
- Handle ad-hoc task assigned by the Team Leader/Manager.



Requirements:

- Degree or Diploma in Accountancy or Business or equivalent. Diploma holders will be considered for an Officer position.
- Fresh graduates are welcome to apply.
- 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.
- 5-days work week.

Interested applicants, please forward your detailed resume including your last drawn salary, expected salary and date of availability to:

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, 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](#).



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