

Officer / Executive – Billing and Settlement

JTC Summit (near Jurong East MRT Station)

Key Responsibilities:

1. Billing and Invoicing

- Generate and issue accurate customer invoices according to contract terms, ensuring appropriate entries are accurately posted in the Retail Department's billing system.
- Oversee and manage billing schedules, ensuring strict adherence to timelines and prompt issuance of invoices to meet both customer expectations and company requirements.
- Verify invoice details, including pricing and quantities, by cross referencing with customer's signed contracts to ensure accuracy, maintain billing integrity, and proactively address any discrepancies or errors to compliance with agreed terms.
- Maintain and update accurate records of billing transactions within the system.

2. Contract Analysis and Compliance

- Analyse customer contract to ensure alignment with invoicing guidelines and regulations.
- Capable of calculating charges in accordance with agreed rates, pricing structures, contractual terms, and apply adjustments when necessary.
- Ensure compliance with industry regulations, tax laws, and internal company policies in all billing procedures.

3. Cross Functional Support

- Provide comprehensive billing support to customer service, sales, and finance by addressing billing related inquiries, disputes, and clarifications.
- Assist in the preparation of billing reports, including revenue summaries, aging reports and data analysis to support decision making processes as required.
- Collaborate with other departments to streamline billing processes or workflows and improve operational efficiency.



4. Collections and Reconciliation

- Manage the collection process by submitting payment files and uploading return files from banks into the billing system.
- Participate in the billing settlement and reconciliation process for invoices with external stakeholders, including MSSL and EMC, ensuring accuracy and compliance.

5. System and Process Management

- Oversee the billing system, identifying and troubleshoot issues, and collaborate with cross functional teams and IT to enhance billing system functionality.
- Participate in User Acceptance Testing (UAT) to validate system updates and improvements.
- Identify gaps in system or process, recommending enhancements and implementing control risk measures as needed.

6. Stakeholder Collaboration

- Work with external stakeholders, including banks and third-party vendors, to resolve operational queries and issues efficiently.

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.
- Proficiency in Microsoft Excel 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](#).

