

Billing and Collection Staff

Description

Billing and collection staff ensures billing are sent timely to customers. Analyzes aging of receivables and follow-up collections.

Responsibilities

1. Prepares statement of accounts / billing statements and send them to clients
2. Analyzes aging of receivables and monitor collections
3. Assist the Accounting team / Cashier in preparation of accounts receivable schedule, as needed
4. Monitors customer accounts and attend to inquiries as the case may be.
5. Other adhoc responsibilities that maybe assigned from time to time.

Qualifications

1. Graduate of Business-Related course (Accounting, Management)
2. Preferably with 1-2 years work-related experience; a plus if working in an electric utility or power industry
3. Experience in processing billing transactions, sending statement of accounts
4. Able to account and prepare daily collection reports
5. Familiarity in statutory and compliance reports for renewable energy would be an advantage
6. Can speak and understand the Bicol dialect
7. Willing to be assigned in Camarines Sur (Caramoan/Garchitorena)
8. Good oral and written communication skills and familiar with basic computer applications such as MS Project, Word, Excel, Powerpoint or similar applications
9. With analytical skills
10. Customer oriented

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Hiring organization

Power Plant Company in Camarines Sur

Duration of employment

Long-term employment

Industry

Renewable Energy

Job Location

Caramoan and Garchitorena areas, Camarines Sur, Bicol, Philippines

Base Salary

PHP 9,000

Date posted

August 11, 2020