



BILLING AND RECEIVABLE ANALYST

Under Financial Resources and Management

Job Definition:

The position contributes to DPC success by she/he is responsible to process accurate billing list supported by contracts, its completeness and on timely release of billing.

The Billing and Receivable Analyst will be responsible for receiving and analysis of accounts, for passing and execution of revenue accounts and lapsed accounts. She/he is also responsible in monitoring sending out of DSA of business partners and RTS resolution.

Key Accountabilities:

- Receiving and classification of contracts
- Process, Preparation, and Reconcile Billing List
- Accounts Deactivation
- Prepare, Send out, Monitor DSA (Directory)
- Prepare Corresponding Adjustment

Qualifications:

- Candidate must possess at least Bachelor's/College Degree in Business Studies/Administration/Management, Finance/Accountancy/Banking or equivalent.
- At least 1 Year of working experience in the related field is required for this position.
- Knowledge in credit investigation preferably credit and business risk.
- Good analytical skills and sound decision making.
- Ability to work well with all levels of internal management and staff, as well as our business partners.
- Good oral and written communications.
- Proficient in MS Office applications.
- Full time position available.