

INVOICING MEMBER

- Daily invoicing generation within the TAT
- Controls are ensured with
- Check completeness on invoicing accounting to monitor exceptions
- Address exceptions by coordinating with business
- Raise credit and debit notes based on client requests in line with the scope and process defined in
- SOP's
- Customer coordination w.r.to invoicing issues
- Give inputs for daily MIS to manager w.r.to credit notes, open exceptions
- Ensure SOP's are followed
- Support Audit and internal control assessments by providing necessary samples, approvals etc.,

INVOICING MANAGER

- Responsible for timely resolution of queries within any agreed SLA's & KPI's
- Handle the team and motivate them towards achieving daily goals
- Get into internal & client calls and provide them solutions on the billing front
- Should be working on the invoicing projects and bringing it towards closure
- Develop, maintain and promote good relationships with the business lines at all levels whilst ensuring processes are communicated adequately and appropriately
- For both standard and complex billing ensure all client invoices are produced accurately.
- Be part of the monthly revenue analysis and reporting activities
- Work with both internal and external audit teams and resolve the points swiftly
- Adopt & demonstrate the company's core values in the delivery of a customer-focused service

Position : Invoicing Lead/Manager

No. of positions : 3 Positions

CTC : 5 to 7.5LPA based on experience

Experience : 0 to 5 years, good accounting knowledge and communication skills; should be Inter qualified

Location : Chennai