



Manpower Requisition Form

Date	13 th Jan 2022	Location	Mumbai	Cost Center	FAD
Job title	Asst Manager Billing	Band		Reporting to	Manager
Span of control (number of staff reporting to position requested)		No. of Positions	1	Target date to be on-boarded	Immediate
Qualification	MBA/Inter CA/Bcom	Min. Relevant Experience	5 to 7 yrs	Industry preference	NA
Job Description	Controlling , Monitoring & Supervising revenue accounting and operations <ul style="list-style-type: none">• Handling of Entire Billing to Customers & Revenue Recognition• Monthly reporting of various MIS reports relating to Revenue, Collections & Debtors (Controllership Framework)• Ensuring timely completion of various audits (statutory, internal & DD etc) relating to revenue/receivable• Reviewing of contracts for accounting & updation in masters• Managing Customer queries• Customer Reconciliation & Balance Confirmation• Process improvement & IT automation• Year wise TDS receivable tracking				
Performance Measures	<ul style="list-style-type: none">• Meeting agreed timelines with quality output, alerting management on exceptions• Ensuring SLA's are met for billing & reporting dashboards• Accuracy of accounting, reporting & timely audit closure• Bringing in best practices and continuous improvement in process & compliances				
Preferred Skills	<ul style="list-style-type: none">• SAP, Microsoft Office, Taxes• Should be confident, process oriented with good interpersonal skills• Ability to handle pressure				