

Billing Administrator

Metering and Billing



Job Purpose:

To work with the existing Billing Administrator to oversee the collection of billed and pre-payments revenue. The staff member would ideally be familiar with direct debit management and associated accounting procedures.

More importantly, this position would bring a consistent and increased level of service and control to the pre-payment sites while adding resources that would allow the expansion of the metering and billing service.

Key Duties:

- Billing Customer Liaison
- Bill Generation and Issue
- Report Generations and Issue
- Reading Software Management
- Pre-Payment System Management
- Pre-Payment Administration.
- Pre-Payment Due Diligence

Ideally you will have:

- Good communication and interpersonal skills
- Working knowledge of the direct debit system
- Excellent knowledge of Accounting Systems and Creditor Management
- In depth knowledge of Microsoft Excel

Specific:

- Effective Time Management
- Customer Service Skills
- Microsoft Access and Excel Training.