

Job Description: Manager Billing

Reporting To: Executive Director

Qualification: BE (Civil)

Experience: 5 – 12 years

Industry Specifications: Real Estate

Essential Requirement:

- Etiquettes and people management skills
- Knowledge of billing process
- Strong analytical skills
- Proactive
- Ability to solve problems, take initiative and plan the tasks
- Flexibility with time to work extra hours when the project requires
- Ability to work in a team with high people orientation

Responsibilities:

- Receive bills properly as per specified in work order. If bills are not as per requirement then reject the bills.
- Verification of measurements of bills raised by vendors.
- Prepare RA charts for bills.
- To prepare abstract sheet and authenticate the attested documents and visit sites as and when required for the technical audit of bills.
- Send Bills to internal auditor for payment.
- Payment follow-up.
- Dispatch cheque to vendors.
- Solve queries of vendors.
- Checking of physical measurement of work done as per actual work done from site.
- Prepare certificate for checked quantity.
- Follow up for the payment from account.
- Follow up for the contract document from contract department.
- Review overdue bills on daily basis.
- Solving auditors query.
- Handle contractors & supplier query.

- Receiving cheques from Accounts department.
- Dispatch cheques to contractors supplier.
- Responsible billing of execution as well as administration department.
- Prepare MIS on weekly basis to share with the top management.