

Billing Clerk Job

Job Location

Central Region, Singapore
Remote work from: SG

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Base Salary

SGD 1200 - SGD 1400

Qualifications

Diploma or Degree in Accounting, Finance, or a related field.

Employment Type

Part-time

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Description

Billing Clerk Job in SATSACO GROUP Careers

Are you good with numbers and organizing invoices? SATSACO GROUP is looking for a **Billing Clerk** to join our team. In this role, you will handle invoices, process payments, and assist in financial records. If you are detail-oriented and enjoy working with billing tasks, this job is perfect for you!

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Responsibilities:

- Prepare and send invoices to customers.
- Check billing details for accuracy.
- Process payments and track outstanding balances.
- Update and maintain financial records.
- Handle customer inquiries about billing.
- Assist in reconciling accounts and resolving discrepancies.
- Work with internal teams to ensure correct billing.
- Generate reports and assist in audits.
- Follow company policies and financial guidelines.
- Perform other billing-related tasks as needed.

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Skills Needed:

- Good attention to detail and accuracy.

Hiring organization

SATSACO GROUP Careers

Date posted

February 20, 2025

Valid through

28.02.2025

APPLY NOW

- Strong math and data entry skills.
- Basic knowledge of billing and accounting processes.
- Proficiency in MS Excel and accounting software.
- Ability to handle confidential information.
- Good communication and teamwork skills.

Qualifications:

- Diploma or Degree in Accounting, Finance, or a related field.
- Knowledge of billing systems is an advantage.

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Experience Required:

- 1 to 3 years of experience in billing or accounting.
- Experience in invoicing, payment processing, or bookkeeping is a plus.

If you are looking for a stable job in billing, apply now! We need someone responsible and detail-oriented to support our finance team.