

E-com billing executive: Job description

The billing executive position is accountable for creating invoices and credit memos, issuing them to vendors/customers by all necessary means, and updating vendors/customer files.

Responsibilities:

- Issue invoices to customers/vendors
- Issue monthly vendor/customer statements
- Update vendor/customer files with issued invoices
- Process credit memos
- Update the vendor/customer master file with contact information
- Track exceptions between the shipping log and invoice register
- Submit invoices by to accounts manager

Requirements:

- **Knowledge in E-commerce transactions/vendor billing**
- **3+ years of general accounting experience. Must be detail oriented.**

Location: Chennai, Andhra Pradesh