

JOB DESCRIPTION

POSITION TITLE: *Billing Officer I*

DEPARTMENT: *Finance & Accounting*

MAIN PURPOSE OF JOB

Create invoices and credit memo for all retail customers supplied across all the sales terminal of the company i.e. Kingston Loading Rack (KLR), Montego Bay Loading Rack (MIR), Newport West Loading Rack (NPWLR). In addition, be responsible for the safe delivery of invoices and credit memos to customers by all necessary means; and performs other functions associated with the billing process.

REPORTING RELATIONSHIPS

Reports to Stocks & Sales Accountant, Supervisor

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KEY DUTIES AND RESPONSIBILITIES

These include the following but other duties may be assigned from time to time.

1. Validates sales orders generated by the Dantas System for deliveries to retail customers supplied from MILR, KLR, NPWLR.
2. Update the SAP S&D System with Sales Order information and produce customer invoices.
3. Provide 1st tier review of invoices generated.
4. Manages the distribution of invoices to customers.

5. Compile daily gauge tickets and stock transfer forms for all product transferred from the Refinery and corresponding product receivals into loading terminals and marine vessels.
6. Computes and reconciles volumetric movement between Refinery and Loading terminals.
7. Prepares weekly El 7 Excise forms for custodial transfer of all petroleum products for the purpose of Special Consumption Tax (SCT) and Ad-Valorem tax assessment.
8. Prepares journal entries for SCT and Adval Tax payable and post in SAP.
9. Process credit memos for product returns, shortages and price adjustments.
10. Compute commission to the Petroleum Corporation of Jamaica on a monthly basis.
11. Submit export notices to brokers on a monthly basis.
12. Conduct monthly stock count.
13. Performs all other duties that may be assigned.
14. Generally complies with all rules and regulations or guidelines of various policies issued by the company from time to time such as General Administration, Safety, Health and Loss Control.

KNOWLEDGE AND SKILLS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education / Experience

- High School education with passes at the GCE 'A' Level in Accounts and minimum of three other CXC subjects, including Mathematics
- Certificate / Diploma in Accounts
- One to three years' related experience and/or training; or equivalent combination of education and experience.

Abilities

- Good communication skills; both orally and written.

- Accuracy and attention to details.
- Good analytical skills.

CONTACTS

Internal

- Logistics & Marketing Department
- Refinery Production Department
- Information Technical Services Unit

The job is satisfactorily performed when:

1. Prepares all necessary journal entries before the end of five working days of the following month.
2. Meets invoice delivery schedule on Tuesdays and Thursdays of each week.
3. Meets accuracy and quality standard of all transaction.
4. Provides service readily when required to do so.
5. Complies with established company policies and rules.
6. Punctual in attendance at work and at meetings.

Employee's name:.....

Employee's signature:..... Date:.....

Dept. Manager's name:.....

Dept. Manager's signature:..... Date:.....

Approved by:.....
Manager, HRD&A Date:.....