F2 LOGISTICS LET'S MOVE. NOW.	**Billing Assistant** Job Description		**Document Number:** JD-FIN-03.16
	Department: Finance	**Effective Date:** April 17, 2017	**Revision No** 0

I Reason for Existence

Responsible for preparation of billing and ensuring that all billings are accurate, and charged base on agreed Standard Operating Procedure (SOP) and rates.

II Duties and Responsibilities

1. Receive PODs (Proof of Delivery) from documentation assistant by validating completeness and accuracy of required document based on agreed SOP to prepare billing.
2. Prepare billings to customer by tagging house waybill in the F2 system Client Billing module, validating rates based on agreed SOP, printing of invoices and logging in the transmittal forms for delivery to customers.
3. Ensure that the customers receive all invoices by checking updated transmittal forms prepared by collectors daily and tagging in the F2 system client billing module to update subsidiary ledger.
4. Analyze returned billings by reviewing SOP and validating updated agreed rates with sales to correct charges and resubmit for collection.
5. Review all SOP monthly or if necessary by validating entries in the F2 system versus hardcopies signed by customers to ensure correct and updated rates are applied.
6. Coordinate with BDM and operation to solve billing issues or to identify possible problems, make corrective actions, improvements and recommendations thereto to avoid possible problems and returned billings.

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7. Attend to all customers calls when needed together with BDM in relation to billing/rates problems/issues to maintain good relationship with client.
8. Prepare daily billing report by consolidating data from branches for submission to management.
9. Perform other functions that may be assigned from time to time.

III Minimum Qualifications

1. Graduate of any Business related four (4) year course.
2. Organizing skills
3. Good in both oral and written communication
4. Knowledgeable in office application suite
5. Good interpersonal skills
6. Systematic and detailed oriented

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