



JOB DESCRIPTION

JOB GROUP:	Invoicing and Accounting (Order to Cash Team)
LOCATION:	Remote
WORK HOURS:	US Time zone
Summary	<p>The OTC Team needs Accountants' support within the SAP system, with a focus on manual invoice creation, manual invoice submission to customers, and its corresponding accounting entries. The role is under OTC group (an end to end function that starts with order gathering and ends with invoicing - no cash or AR transactions covered) and involves advising business development or sales team on quotation details and arrangement, contract terms, reviewing contracts for completeness, collaborating with country resources on contract execution, and maintaining regional price books and databases within SAP. Must be capable to work on other roles within their Finance & Accounting (F&A) Division where this role falls into for flexibility in case role transfers will be needed.</p>
Responsibilities	<ul style="list-style-type: none">• Perform accounting entries related to client and inter-company / inter-division invoices in a timely, efficient manner and in accordance with contractual requirements and company policies and procedures• Responsible for understanding the terms of client agreements, including contract terms, methods of payment, client financing requirements, subsidiary involvement, third party involvement and royalty assignments, to ensure complete, accurate invoicing• Review and confirm supporting documentation for completion during invoicing process; including signed contract (if necessary), sales order, signed field ticket, job log, job summary, and signed work order• Create, review, edit and validate billing documents for accuracy and completeness• Submit invoices to customers according to customer-defined specifications.• Develop core working relationships with customers, other F&A personnel, CFS, BD, and Field Operations
Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Business Administration, Finance, or related field.• Previous experience in Customer Invoicing and bookkeeping using SAP within an Order to Cash (OTC) or related functions, a must.• Understanding of quotes, bid, proposal, order processing, invoicing processing a must.• Excellent attention to detail.• Must be persistent to get the work done correctly and timely.• Strong critical thinking and problem solving acumen.• Proficient in SAP, MS Outlook, MS Excel and MS Word to analyze large volume of data, a must. <p>Preferred but not required:</p> <ul style="list-style-type: none">• Proven ability to lead teams, drive change, and collaborate effectively across departments, is a PLUS.• Experience in project management and process optimization, is a PLUS.• Knowledge and experience working with an Oil and Gas Field Service industry, is a PLUS.

