

## Billing Agent / Cashier

Job Title	Billing Agent / Cashier		
Division	Finance and Procurement Division		
Department	Finance Department		
Section	Finance Billing		
Location	IBU-OMAN	Direct Reports	
Reports To	Billing Supervisor	Version Number	1
External Relations		Guide Number	
Internal Relations		Job Code	

### Basic Function

Sorting AWBs/outbound airway bill entries for generating monthly invoices, invoice sorting with airway bill attachments and submitting to collection dept. Fully understand, drive and promote SMSA vision, culture and values.

Receiving daily collections from couriers and SSC (SMSA Service Center) employees, bank related transactions, petty cash voucher disbursement and cash management, issuance and control of petty cash vouchers/fuel book. Fully understand, drive and promote SMSA vision, culture and values

### KEY Responsibilities

#### Billing

- Preparing reports for outbound load.
- Sorting and segregating monthly invoices.
- Solving various billing disputes such as verifying customer account numbers/weight corrections/missing service types or customer details.
- Rechecking of inbound bill consignee checklist for generating invoicing.
- Cash sale AWB (domestic & international) update, sub location cash sale (domestic & international) update, RPD shipment update.
- Preparing cash sale outstanding report updates.
- Handling outbound domestic airway bills, sorting & daily data entries for generating monthly outbound invoices, special discount updating.
- Oman checklist/Customer checklist
- Checking accuracy of all the other information on the airway bills such as weight/services/PCS etc.
- Rechecking of airway bill information in system, manifesting and separating shipments from main data excel files.
- Perform other assignments as required.
- IBU check list/Customer check list
- Insurance premium summary
- RUH/DMM account waybills dispatching to Riyadh/Dammam
- Re-billing through credit/debit notes

- Handling inbound airway bills delivery and POD entries.
- Preparing list for AWBs and handing over to billing supervisor, generating domestic checklist for verifications.
- & courier & report to billing supervisor, finance managers.
- Checking inbound bill consignee checklist for generating IBBC invoicing. Checking and finalizing invoices.
- Handling outbound airway bills sorting & data entry for generating invoices.
- Preparing invoices and sorting with airway bill attachments.
- Responsible for finalizing inbound airway bill delivery and POD entries and checking CONS from manifests.
- Update cash international air waybills in the system & report to billing supervisor.
- Update cash domestic air waybills in the system & report to billing supervisor.
- Updating AWBs in data entry screen.
- After updating all the air waybills, run the outstanding for all SSC (SMSA Service Center)
- Rechecking and rectifying unit of measurement (kg/lbs) from system, adding missing airway bills in the excel data report.
- After outstanding SSC (SMSA Service Center) & courier person come for prove their outstanding & provide the airway bill copies.
- Prepare (revise pickup delivery) air waybills, update them in the system & report to billing supervisor.
- Prepare all the air waybills and file them systematically
- Provide support to billing supervisor & finance manager as per their requirement.
- Sending CONS numbers and light numbers on a daily basis to Riyadh and keeping proper records for future references.
- Checking excel data for inbound airway bills against daily inbound actual manifest.
- Duties and responsibilities
- Update cash other station air waybills in the system & report to billing supervisor.
- PUX 43 scan (cancelled shipment)

### Cashier

- Releasing payments to vendors.
- Collection of refund cheques
- Perform other assignments as required.
- Monitoring stock of receipt /Fuel /Petty cash books and forwarding request for new stock.
- Controlling Petty cash voucher books.
- Keeping complete filing system for deposit slips and other released payments.
- Releasing payments to various customers for claims settlements.
- Releasing payments to staff for leave salaries, Overtime, Bonus incentives, final Benefits etc.
- Ensuring cash sales are not utilized for petty cash purposes.
- Ensuring petty cash fund is managed properly and no advance is given from petty cash without proper approval.
- Follow up and coordinate bank guarantees.

- Issuance and control of Gasoline books.
- Ensuring daily cash tally register is maintained and original is submitted to Supervisor/Finance Manager on a daily basis.
- Segregating AR/Customs duty/Cash sales/Sts Cash sales/other (insurance, RPI) collection and preparing daily collection summary.
- Deposit the collection in bank for each type of account
- Receiving collection both cash and cheques from Couriers/bill collectors/ SSC (SMSA Service Center) staff.
- Ensuring proper invoice wise break up and other details such as Cash sales/Customs duty/AR/RPI/Insurance etc, clearly mentioned on the receipt voucher.
- Checking receipt books and ensuring there is no delay in remitting the money by couriers/bill collectors and s staff.
- Accept vouchers and disburse to staff.
- Issuing petty cash voucher.
- Ensuring petty cash replenishment requested on time.
- Ensuring daily deposit in the Bank.

#### **EHS**

- Supervising the EHS internal audits, inspections, and corrective / preventive actions effectiveness
- Participates in the emergency response plan, development, and in conducting emergency drills
- Planning and supervising the EHS awareness and training activities and ensuring competence of all personnel
- Coordinate and participate in the paper and other recycling programs, communication & management
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Actively participates in the development and implementation of EHS objectives & programs, and lead EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinating with the Maintenance Engineer / contractor regarding the execution of the preventive/corrective maintenance activities
- Overseeing and monitoring all the work activities in order to make sure that work- and job-related hazards are identified and the work is being performed safely, following the OHS system / rules, and considering the environmental management principles
- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Ensuring that all safety related equipment and systems, particularly firefighting, alarm, emergency lights and similar equipment are identified, listed and scheduled as part of the preventive maintenance program, and that they remain in safe & good operat
- Coordinating with maintenance staff concerning occupational health & Safety, and environmental management

#### **General**

- Coordinate with related department to solve any issues.

## Competencies - Professional and Technical

### Behavioral Competencies

Adaptability	Level 2
Continuous Learning	Level 2
Initiative	Level 2
Teamwork	Level 2

### Technical Competencies

Knowledge in Accounts Management	Intermediate
MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
SMSA System (CORE, ERP, SDM, SAM, INFINITY, SPOT, POS, Sibel, Courier application, e	Intermediate

### Organizational Competencies

Beginner

\*Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)

### Decision Making


### Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

### Qualification : Education and Experience

Diploma (Preferred specialization in their field of work) at least three (3) years of relevant work experience, 2 years of which should be in Level-02 capacity, preferably in the same industry.

or

High / Middle School Certificate or Technical Courses(Those in technical jobs must have appropriate certification in their respective trades) with over 1 years industry experience of which at least 2 years has been in Level-02 position

or

High / Middle School Certificate or Technical Courses( Those in technical jobs must have appropriate certification in their respective trades) with over 2 years industry experience of which at least 2 years has been in Level-01 position

\*Note: Industry Experience wherever its applicable

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

<b>Signature:</b>	<b>Date:</b>