

Billing Assistant

Georgetown, Guyana

Application received through December 8th, 2019

About Us

Schlumberger is the world's leading provider of technology for reservoir characterization, drilling, production, and processing to the oil and gas industry. Working in more than 85 countries and employing approximately 100,000 people who represent over 140 nationalities, we supply the industry's most comprehensive range of products and services, from exploration through production and integrated pore-to-pipeline solutions for hydrocarbon recovery that optimize reservoir performance. We're looking for staff who never stop asking questions and the next generation of innovators ready to take us into the next evolution of energy. If you share our passion for discovery and fascination with breaking new ground and are serious about doing your best work, there is nowhere better to build your career.

Job Summary:

The Billing Clerk is responsible for providing timely and accurate processing of customer invoices, and perform a secondary audit of other Billing team members' posted invoices, conducting statement audits and problem resolutions.

Responsibilities:

Candidate's duties may include the following:

- Deliver Invoice
- Resolve Billing Dispute
- Record Revenue Accruals
- Validate Revenue Recognition Criteria
- Perform Revenue Accounting

Additional Responsibilities

- Validate that required information is received to accurately bill customers.
- Process service tickets for invoicing to the customer and resolve discrepancies.
- Verify that revenue recognition criteria is satisfied prior to processing an invoice.
- Conform to customer-specific EDI requirements ensure invoices reach customers.
- Validate auto-accruals.
- Prepare documents for imaging and filing as instructed.
- Resolve and document billing disputes.
- Be accountable for days to invoice ratio.
- Apply good communication skills to build effective partnerships with peers and subordinates.
- Demonstrate proficiency in spreadsheet applications.
- Build rapport with internal and external contacts.
- Show discretion when dealing with confidential information.

Employees may be assigned other duties, in addition to, or in lieu of those described above, according to the needs of the location or Company.

Minimum Qualifications:

- Diploma or university degree preferred.

How to Apply

- Send resume and cover letter to gycareers@slb.com with subject line: **Billing Assistant – Your Name**. Resumes should also be saved with applicant's first and last name.

Schlumberger is an equal employment opportunity employer. Qualified applicants are considered without regard to race, color, religion, sex, national origin, age, disability, status as a protected veteran or other characteristics protected by law.