

WORK VAPOR

Job Link: <https://workvapor.in/jobs/billing-accounts-process-associate/>

BILLING & ACCOUNTS PROCESS ASSOCIATE

BASE SALARY

INR 25000 - INR 35000

DESCRIPTION

Hi Aadya Mishra,

We need a Process Associate in the billing department. Start the hiring process and target to close it by April EOM.

Job Title: Billing & Accounts Process Associate

Location: Delhi / Remote (as applicable)

Company: The Telephony Co

About Us

The Telephony Co (TTC) is a fast-growing global telecom and cloud telephony solutions provider offering services like virtual numbers, VoIP, call forwarding, and contact center solutions across multiple geographies. We work with businesses worldwide to enable seamless communication.

Role Overview

We are looking for a detail-oriented and process-driven Billing & Accounts Process Associate who will be responsible for accurate invoicing, managing billing queries, maintaining financial records, and supporting revenue operations.

This role is critical to ensuring smooth financial operations and a high-quality client experience.

Key Responsibilities

HIRING ORGANIZATION

Team IHA

EMPLOYMENT TYPE

Full-time

JOB LOCATION

New Delhi, India

? Remote work from: India

DATE POSTED

? April 20, 2026

VALID THROUGH

2027-02-20

Billing & Invoicing

Generate and share accurate invoices for domestic and international clients

Ensure timely billing cycles (monthly, usage-based, subscription, etc.)

Validate usage data and pricing before invoicing

Maintain billing records and documentation

Accounts Receivable (AR)

Track outstanding payments and follow up with clients

Maintain AR aging reports

Coordinate with sales and account managers for payment closures

Client Communication

Respond to client queries related to invoices, payments, and billing discrepancies

Resolve billing disputes efficiently and professionally

Bank Reconciliation

Perform regular bank reconciliations

Match incoming payments with invoices and update records

Identify and resolve discrepancies

Reporting & MIS

Prepare daily/weekly/monthly billing and collection reports

Share insights on revenue, collections, and outstanding dues

Support management with financial data for decision-making

Process & Compliance

Ensure compliance with GST and invoicing regulations

Maintain proper audit trails and documentation

Suggest process improvements to enhance efficiency and accuracy

Required Skills & Qualifications

2–5 years of experience in billing, accounts, or finance operations

Experience in telecom / SaaS / subscription-based business is a strong plus

Good understanding of invoicing, AR, and reconciliation processes

Familiarity with GST and Indian accounting practices

Proficiency in Excel (Pivot Tables, VLOOKUP, basic reporting)

Experience with billing/accounting software (e.g., Tally, Zoho, QuickBooks, or similar)

Strong attention to detail and problem-solving skills

Good communication skills (written and verbal)

Preferred Qualifications

Experience handling international clients and multi-currency billing

Exposure to VoIP, cloud telephony, or telecom billing systems

Why Join Us

Work with a growing global telecom brand

High ownership and impact-driven role

Opportunity to build scalable billing processes from the ground up

Collaborative and fast-paced work environment

How to Apply

Interested candidates can apply via LinkedIn or send their resume to careers@thetelephony.co with the subject line: Application – Billing & Accounts Process Associate

Job Type: Full-time

Pay: ₹25,000.00 – ₹35,220.85 per month

Benefits:

- Health insurance
- Paid sick time
- Paid time off
- Provident Fund

Work Location: Hybrid remote in New Delhi, Delhi