

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/billing-and-accounts-executive-remote-354437/>

## HIRING ORGANIZATION

The Telephony Co

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

110001, Delhi, Delhi, India

? Remote work from: India

## DATE POSTED

? June 10, 2026

# BILLING AND ACCOUNTS EXECUTIVE REMOTE

## BASE SALARY

INR 25000 - INR 35221

## DESCRIPTION

### Billing & Accounts Executive

Team IHA

Location: Delhi / Remote

Work Mode: Hybrid Remote

Salary: ₹25,000 to ₹35,221 per month

Job Type: Full-time

The Telephony Co is hiring Billing and Accounts Process Associates. The company works in telecom and cloud telephony services. This opening is for candidates who have billing and accounts experience.

Interested candidates can send resume through email.

Email: [careers@thetelephony.co](mailto:careers@thetelephony.co)

### About The Company

The Telephony Co provides services like virtual numbers VoIP call forwarding and contact center solutions. The company works with businesses across different countries.

This opening is important for smooth billing and financial operations. Candidates should be detail-oriented and process-driven.

### About The Work

The selected candidate will handle invoicing billing support payment follow-up and account records. The work also includes bank reconciliation and reporting tasks.

Candidates should understand GST invoicing and accounting processes. Good Excel knowledge is also needed.

### **Responsibilities**

- Generate invoices for clients
- Handle domestic and international billing
- Maintain billing records
- Track pending payments
- Follow up with clients for payments
- Maintain AR aging reports
- Respond to billing related queries
- Resolve invoice issues professionally
- Perform bank reconciliation
- Match payments with invoices
- Prepare billing and collection reports
- Support management with financial data
- Maintain GST compliance
- Keep proper documentation and audit records
- Suggest process improvements

### **Skills Required**

- Billing and accounts experience
- Accounts receivable knowledge
- GST knowledge
- Bank reconciliation knowledge
- Excel knowledge
- Pivot Table knowledge
- VLOOKUP knowledge
- Reporting skills
- Good communication skills
- Attention to detail
- Problem-solving ability

### **Software Knowledge**

- Tally
- Zoho
- QuickBooks
- Other accounting software

### **Preferred Experience**

- Telecom industry experience
- SaaS industry experience
- Subscription billing experience
- International client handling
- Multi-currency billing knowledge
- VoIP or cloud telephony exposure

### **Why Join**

- Work with a growing telecom brand
- High ownership opportunity
- Fast-paced work environment
- Process building exposure
- Collaborative team culture

## How To Apply

Interested candidates can apply through LinkedIn or send their resume through email.

Email: [careers@thetelephony.co](mailto:careers@thetelephony.co)

Subject Line: Application – Billing & Accounts Process Associate

## Benefits

- Health insurance
- Paid sick leave
- Paid time off
- Provident Fund
- Hybrid remote work

## RESPONSIBILITIES

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## EXPERIENCE

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Accounts receivable knowledge