



Vacancy Announcement

Job Title: **Billing Aid**
Reports to: Anti Fraud & Billing/Reconciliation Manager
Department: International Gateway Service (IGS)
Sector: Billing & Reconciliation
Duration: Full time
Deadline: November 6, 2019

Summary:

Under the supervision of the Anti-Fraud & Billing/Reconciliation Manager, the Billing Aid will be responsible to assist in compiling and analyzing all commercial documents and make reports available at all time. This includes bills, invoices, etc. He/She is scheduled to work from Monday-Friday; beginning at 9 A.M to 5 P.M and some weekends as needs arises.

Job Description:

- Support the preparation of bills, invoices and make sure copies are properly filed at all time
- Support a proactive role in relation to reviewing, analyzing, evaluating, monitoring and adjusting billing claims
- Support a periodic updates of clients lists, clients eligibility, active or inactive enrollees
- Support the calculation and submission of invoices and other transaction documents to the Billing and Reconciliation Officer
- Support the maintaining of billing submission deadliness and any other adjustments necessary or assigned by the billing & Reconciliation Officer
- Support regular monitoring exercise on tariffs implementations to avoid discrepancy
- Attend regular staff meetings and take minutes, if necessary
- Performance other related tasks as maybe assigned by the Billing & Reconciliation Officer
- Perform other related tasks as maybe assigned by the Anti-fraud Enforcement Officer.

QUALIFICATIONS & EXPERIENCE:

- Minimum of 2 years related experience .
- High school diploma is required.

OTHER REQUIREMENTS:

- Must be able to speak effectively internally and externally both verbally and in writing and speak clearly using correct English.
- Must be able to interpret a variety of instructions furnished in written, oral, diagrammatic or scheduled form.
- Must be able to handle crisis.
- Must be able to compose edit, and proof read reports and correspondences.

SELECTION PROCESS:

The position is open to suitably qualified Liberians with the ability to work in a fast-paced, multi-tasking environment. After initial screening, qualified applicants will be invited for an interview. Only short-listed applicants will be contacted. Selected candidates will be required to submit, prior to being hired, *a sworn / notarized statement / affidavit that he/she has not resigned, been investigated or dismissed from employment, for allegations of misconduct involving dishonesty or other venal acts; or if investigated, has been cleared of all allegations against him/her.*

Interested applicants must submit the following for the application to be considered:

Cover Letter indicating position applied for and a current resume or curriculum vitae (Please include contact information including full name, telephone number(s) and email address if available). All other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification requirements of the position for which application is being submitted.

Each application must be submitted in a sealed envelope, addressed to:

Liberia Telecommunications Authority
Application for **Billing Aid**
Administration & Operations Office
ELWA Road, Cooper's Beach Community
Liberia

DEADLINE FOR RECEIPT OF APPLICATIONS IS November 6, 2019 at 4pm.