

Billing Accountant supports multiple business units and locations in the billing activities, provides superior customer service to clients, ensures Service Level Agreements and customer expectations are met, reports problems and suggest improvements in the process to the Team Leader.

MAIN DUTIES AND RESPONSIBILITIES

- Supporting the local administration staff/partners in preparing bills
- Responding to billing queries
- Issuing credit notes and writing-off invoices
- Running billing reports
- Reporting time spent on the daily activities to the Team Leader
- Write and maintain process documentation
- Seek opportunities for process improvements and applying improvements
- Communicate with internal and external customers in an efficient and effective manner
- Ensure that all relevant company's standards and guidelines are met Assisting with other daily tasks assigned by the Team Leader

ABOUT YOU

- Very good English skills required
- Ability to interact appropriately and effectively with customers (customer focus, expectations management skills)
- Ability to work in international diversified professional environment Willingness to learn new systems and tools supporting the daily work Thorough understanding of finance processes and respective control framework

ABOUT US

DLA Piper is a global law firm with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. Our global reach ensures that we can help businesses with their legal needs anywhere in the world. We strive to be the leading global business law firm by delivering quality, service excellence and value to our clients and offering practical and innovative legal solutions to help them succeed. Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, as well as government and public sector bodies.