

Role Description

Billing Coordinator



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance;
- Corporate;
- Mergers and Acquisitions;
- Energy, Mining and Infrastructure;
- Real Estate and Construction; and
- Taxation.

Position:

We are looking to recruit a **Billing Coordinator** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Billing Supervisor
Key external relationships:	Current and potential employees and cooperate with Senior Partners
Key internal relationships:	Managers, Project Managers, Partners and other support staff
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant
Position type:	Full Time – Regular
Applicants eligible:	Cambodians
Working hours:	Monday to Friday, 8am – noon and 2pm – 6pm
Location:	Phnom Penh - Cambodia

Main duties:

- Create new clients and matters in the Aderant Time-Keeping system as requested by staff and partners from the Business Unit;
- Verify the accuracy and timeliness of timekeeping, entries, recording, and billing to the Business Unit;
- Perform all billing activities (Pre-Bill Summary, Pre-Bill, and Bill): produce and make any corrections or adjustments as instructed by Project Managers;
- Ensure that invoices issued are sent to the correct address and contact person.
- Update Client and Matter details as instructed by the clients and Business Unit staff such as billing contacts and addresses;

Excellence · Creativity · Trust
Since 1994

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Phnom Penh, Cambodia

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cambodia@dfd.com

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- Maintain client files with a proper filing and an easy tracking system;
- Liaise with staff and partners from the Business Unit regarding billing activities;
- Liaise with clients on billing activities as instructed by Practice Managers;
- Contribute to the timely completion of monthly billing;
- Commit to follow the billing policies and procedures of the Firm; and
- Undertake other duties as may be required of you from time to time.

Other activities:

- Be responsible for client's queries in relation to billing and collection issues and reconcile between their ledger and DFDL's record;
- Participate in professional development and Firm administrative activities as requested;

Skills, Knowledge, and Experience Required:

Essential:

- At least a bachelor's degree in finance or accounting or a recent graduate in the previously mentioned subjects;
- At least one year of experience in a similar capacity in the accounting sector;
- Strong organizational and planning skills;
- Software skills of at least an intermediate level for Microsoft Office applications; and
- Knowledge of QuickBooks, Excel, or other accounting software.

Desirable:

- Prior experience working at a professional service company is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Conscientious, self-motivated with a pleasant and dynamic personality; and
- Friendly and approachable, with good people skills; and a passion for improvement.

Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

No 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

Email: careers@dfdl.com

Website: www.dfdl.com

Telephone: +855 23 210 400 / Mobile: +855 78 222 603

Link to our online job announcement: <https://dfdl.workable.com/jobs/793089>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

Application shall be emailed to careers@dfdl.com or submit in person to **Mr. VA Rithy, Regional Human Resources & Admin Officer.**

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.