

Job Description – Billing Engineer

Company: GB Realty

Function: Projects / Contracts & Commercial

Location: Project Site

Reporting To: Project Commercial Manager / Project Head

Role Purpose

To manage and control contractor billing, quantity verification, and cost monitoring for construction projects, ensuring financial discipline, contract compliance, and alignment with project timelines and budgets.

Key Responsibilities

1. RA Billing & Certification

- Scrutinize and certify contractor RA bills based on actual work progress
 - Ensure compliance with contract terms, BOQ, and agreed rates and applicable code.
 - Maintain billing cycle timelines as per company standards
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2. Quantity Surveying & Measurement

- Perform detailed quantity take-offs from drawings and site execution
 - Validate measurements jointly with contractors
 - Maintain measurement books (MB) and digital records
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3. Contract Management

- Interpret contract clauses related to billing, payment terms, and variations
 - Ensure adherence to contractual conditions during bill processing
 - Flag contractual risks and deviations
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4. Cost Control & Budget Tracking

- Monitor project cost against sanctioned budget
 - Track committed vs actual cost
 - Highlight cost overruns and recommend corrective actions
 - Preparation of BOQ estimates
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5. Variation & Change Management

- Evaluate extra items, deviations, and change orders
 - Prepare rate analysis for non-BOQ items
 - Ensure proper approvals and documentation of variations
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6. Reconciliation & Finalization

- Conduct periodic reconciliation of quantities and payments
 - Support final bill certification and contract closure
 - Ensure zero leakage in final accounts
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7. MIS & Reporting

- Prepare weekly/monthly commercial MIS reports
 - Track billing vs physical progress
 - Provide inputs for management dashboards
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8. Cross-Functional Coordination

- Liaise with Project, Procurement, Planning, and Finance teams
 - Support procurement in techno-commercial evaluations
 - Coordinate for timely payment processing
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9. Compliance & Audit

- Ensure documentation readiness for internal/external audits
 - Maintain transparency and traceability in billing records
 - Adhere to SOPs and internal control systems
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Key Performance Indicators (KPIs)

- Billing Turnaround Time (TAT) adherence
 - Accuracy in quantity verification (\pm % deviation)
 - Cost variance (Actual vs Budget)
 - % of bills processed without rework
 - Timely closure of contractor accounts
 - Variation approval cycle time
 - Audit compliance score
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Educational Qualification

- B.E./B.Tech / Diploma in Civil Engineering
 - Specialization in Quality Surveying
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Experience

- 8–10 years in real estate/construction companies
 - Experience in residential/commercial/high-rise projects preferred
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Technical Competencies

- Strong knowledge of BOQ, RA billing, and rate analysis
 - Understanding of construction drawings and specifications
 - Proficiency in MS Excel, ERP (SAP/Oracle preferred)
 - Familiarity with QS tools and measurement techniques
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Behavioral Competencies

- Strong analytical and numerical skills
 - High attention to detail and accuracy
 - Strong coordination and stakeholder management
 - Ability to work under strict timelines
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Key Deliverables

- Accurate and timely certification of contractor bills
 - Effective cost monitoring and control
 - Transparent and audit-ready documentation
 - Seamless coordination across departments
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Industry Benchmark Practices Included

- ✓ Strict billing TATs
- ✓ Digital measurement & ERP tracking
- ✓ Strong audit and compliance framework

- ✓ Integrated cost & contract management
- ✓ Data-driven MIS reporting