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| Role title | Accounts Clerk |
| Salary package | Market-related |
| Reporting structure | Director: Accountant |
| Closing date | 16 September 2016 |
| **SUMMARY OF MAIN FUNCTIONS AND PURPOSE OF JOB**  The incumbent you will be responsible for the full cycle Accounts Payable process which includes the timely processing of invoices for payment; reconciling vendor accounts, processing month-end accruals and providing service excellence to your customers. | |
| **LIST OF DUTIES AND RESPONSIBILITIES** | |
| * Provide excellent customer service to internal and external clients. * Ensure all invoices are appropriately approved, coded and process. * Identify opportunities and apply early for payment discounts. * Reconcile vendor statements, follow up and resolve issues with invoices. * Process accounts payable transaction uploads to the general ledger. * Prepare and process month-end journal entries and accruals. * Maintain filing of invoices and other supporting documentation. * Other duties assigned, pertaining to the day to day operation of the Finance Department. | |
| **QUALIFICATIONS AND EXPERIENCE** | |
| * Diploma in bookkeeping or an equivalent qualification. * Minimum of 1-2 years’ experience in bookkeeping. | |
| **KNOWLEDGE, SKILLS, TRAINING AND COMPETENCIES REQUIRED** | |
| * Be computer literate with proficiency in MS Office Software Applications. * SAP System experience preferred. * Keen attention to detail and accuracy. * Ability to communicate effectively with various stakeholders within and outside the organisation. * Proven interpersonal skills to facilitate excellent customer service. * Able to manage a diverse and changing workload in a demanding fast-paced environment. * Ability to work independently with minimal supervision and thrive in a team setting. | |

**APPLICATION PROCESS**

Interested candidates who meet the above criteria are requested to apply via Careers24 (www.careers24.com) and please call **Wellemina van der Walt** on **064 705 5551** for more information.

***Please note that should you not hear from us within 2 weeks of your application, it would mean that your application has been unsuccessful.***