

My Job Search

Bookkeeper/Accounts Clerk

Bookkeeper ,Cape Town, Western Cape, South Africa

Description

THE RESPONSIBILITIES INCLUDE

_Reconciling of weekly statements.

Allocation of direct payments received and balancing to daily banking.

Liaising with retailers to resolve queries and claims.

Follow up of unpaid accounts.

Processing of direct invoices and credit notes._

_Daily Balancing of transactions.

Preparing and submitting data for payments transmission to bank and reconciling afterwards.

Performing any adhoc financial tasks_

THE PERSON MUST SATISFY THE FOLLOWING COMPETENCIES

_Matric Certificate (with Accounting as a subject)

Minimum 2 to 3 years' experience in a similar role

Sound interpersonal and communication (telephone and writing) skills

Attention to detail

Advanced computer skills, especially MS Excel and MS Word_

Knowledge of working on xero accounting software (advantage)

Desired Skills / Competencies:

- attention to detail
- operate effectively in a team environment
- Advanced computer skills
- Sound interpersonal and communication
- work well under pressure
- weekly statements
- allocation of direct payments
- Liaising with customers
- Processing of direct invoices
- Credit notes
- Daily Balancing of transactions
- Preparing and submitting data for payments transmission
- The ability to pay high attention to detail
- The ability to work independently is essential
- Ability to work under pressure;
- Strong analytical skills;
- Ability to deal effectively with individuals at all levels;
- Up to date with accounting standards

Job Types: Full-time, Permanent

Ability to commute/relocate:

- Cape Town, Western Cape: Reliably commute or planning to relocate before starting work (Required)

Education:

- Certificate (Required)

Experience:

- Bookkeeping/Debtors: 3 years (Required)

Advertiser details

Name	Gravit8 HR
Phone	0214246717
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More details

Company Name	Gravit8
Advertised By	Business
Job Type	Full Time
Language	English
Gender	Any
Drivers Licence	Code B
Highest Education	Diploma
Experience	5+ yrs
Salary	R
Link	For more information click here