

JOHANNESBURG BRANCH VACANT POSITION
JOB TITLE: Debtors Clerk

Johannesburg - Sandton.

Salary negotiable depending on qualifications and years of experience.

General Purpose

- To provide financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts under his or her control.

Tasks and Responsibilities

- Maintain up-to-date billing system
- Follow up, collection and allocation of payments
- Carry out billing, collection and reporting activities according to specific deadlines
- Reconciliation of accounts
- Monitoring customer account details for non-payments, delayed payments and other irregularities
- Maintain accounts receivable customer files
- Follow established procedures for processing receipts, cash etc
- Prepare bank deposits
- Investigate and resolve customer queries
- Process adjustments
- Organizing a recovery system and initiate collection efforts
- Communicating with customers via phone, email, mail or personally

Education and Experience

- Proficient in using Pastel Accounting software
- Computer literate, including MS Office suite
- Knowledge of accounts receivable
- Knowledge of office administration and procedures
- Knowledge of general bookkeeping procedures
- 2-5 years accounts receivable and general accounting experience

Key Competencies

- Attention to detail and accuracy
- Interpersonal skills
- Good communication skills
- Organizational skills
- Information management
- Problem-solving skills
- Decision-making skills
- Stress tolerance
- Tenacious
- Negotiation skills
- Conflict management skills
- Attention to Detail
- Multi-Tasking

TO APPLY:

Please submit CV not exceeding 4 pages via fax or email to:

Attention: Carla Rodrigues Schoeman or Adele Lawrence

Fax: (011) 444-4823

carla@mastermovers.co.za adele@mastermovers.co.za

Please note that only successful candidates will be contacted. If you have not received a response within 14days of submission, your application has not been successful.