

A vacancy exists for a Junior Bookkeeper or Debtors/Creditors Clerk.

Salary

- Market related salary R7 000 - R12 000 CTC(dependent on experience)

Location

- Pretoria West

Responsibilities and Experience

- Sage Pastel book-keeping(Debtors, Creditors, Petty Cash, Bank Reconciliation, Foreign accounts etc.)
- Generating Customer Invoices
- Reconciling Customer Accounts
- Generating Supplier Invoices
- Reconciling Supplier accounts
- Allocations to general ledger, supplier and debtors accounts
- Capturing and Reconciling bank statements
- Capturing and reconciling journal entries
- Calculation and reconciliation of Valued Added Tax
- Compiling monthly financial reports (Trial Balance, Suppliers ledger, Customers Ledger)
- Performing all office adhoc duties
- Human resources support.
- Daily cash ups of previous day cash and credit card transactions.
- Monthly and weekly payroll.
- Serve as receptionist.
- All filing duties.
- Answer telephones, direct calls and take messages.
- Open, sort and route incoming mail and e-mails.
- Safekeeping of all valuable documents and equipment.

Essential Attributes

- Sage One skills (Debtors, Creditors and Bank Reconciliation)
- Microsoft Office proficient (Word and Excel imperative)
- Must be able to work unsupervised
- Minimum of two years experience (preferably at an Accounting Practice)
- SARS e-filing compilation and submission (VAT/Income Tax/Provisional Taxes/PAYE/SDL/UIF)
- SARS EMP501 reconciliation
- Ufiling and Department of Labour
- Workmen's Compensation
- Payroll experience
- Own transport and valid driver's license

Disclaimer

- A written proficiency and aptitude test will need to be undertaken verifying your experience

SEND ALL COMPLETE CV'S TO admin@pretoriagolfclub.co.za