

Position Title:	Accounts Clerk Creditors
Position reports to:	Line Manager
Direct Reports:	N/A
Office Location:	Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

We are looking for an Accounts Clerk Creditor who will be Responsible for full Creditors function and computerized record keeping and reconciliation.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Creating non-stock requisitions via the PW workflow and sending the generated Purchase orders.
- Agree Supplier invoices for goods received or services supplied to the purchase orders
- (Sorting out of all differences by liaising with suppliers)
- Capturing of checked documentation (with purchase orders attached) to Purchase order receipt.
- Posting “End of day Processing” and posting of Accounts Payable batches
- Reconciliation of Creditor accounts with all invoices due, at month end.
- Preparation of an accrual report monthly for review by the financial manager. Processing and preparing of payment daily and monthly requisitions for supplier payment
- Reconcile petty cash for all branches nationally and process payment.
- FNB credit card reconciliation
- Loading payment on the banking system.
- Capturing of payments either on Cashbook or Accounts payable payment batches
- Filing of all Creditors documentation
- Processing of Credit notes and adjustments on either Accounts payable or Purchase order returns.
- Opening, maintaining and updating of vendor accounts
- Liaising with Creditors whenever necessary & maintaining creditors mailbox
- Support to HR e.g. staff training reports, per diems, technical commission report etc.
- Assist with BBBEEE reporting e.g. updating vendor details and requesting certificates etc.
- Assisting with external auditors relating to creditor information.
- Assisting with any other information required e.g. (forensic/fraud, internal audit)

MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS

- Accurate
- Good communication skills
- Able to work under pressure
- Deadline driven
- Matric / Grade 12 / Equivalent
- Finance qualification (Advantageous)



- Minimum 3 years' experience in similar role
- Creditors experience essential

Contact Person: [Mandy Barret](#)

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