

JOB DESCRIPTION

Creditor's Clerk

PURPOSE OF JOB

To assist the accounts payable manager with the timeous and accurate processing, reconciliation, distribution, and tracking of all documents for payment within the Property Finance Department.

KEY PERFORMANCE AREAS

- Obtaining required signatures and supporting documentation on all invoices and payment requisitions
- Maintaining creditors age analysis, reconciliations of all creditor / supplier statements
- Adhering to payment cycle deadlines and cut-off dates
- Managing, organising and archiving large volumes of emails
- Processing of supplier invoices / credit notes for all properties.
- Match supplier invoices to orders.
- Ensure correct authorization is obtained prior to payments being processed.
- Prompt query resolution with suppliers & internal staff
- Keep sufficient record of all supplier correspondence, queries, remittances, payment etc. (maintenance of the filing and accounting email system)
- Keep checklists of monthly invoices up to date (tracking list)

QUALIFICATIONS, COMPETENCIES AND SKILLS

- Matric (Essential)
- 3-5 years' experience in a Creditors Clerk or similar role
- Proficient in MS Excel, Outlook, Word
- Experience working on MDA Property Management system (advantageous)
- Working knowledge and understanding of basic VAT and accounts payable principles
- Ability to capture and control supplier documentation on MDA
- Methodical, Attention to detail
- Good organizational and administrative skills
- Effective verbal, written and listening communications skills
- Good interpersonal skills and ability to liaise on all levels
- Good Time management skills, deadline driven
- Ability to work under pressure
- Adaptable in respect of system changes, upgrades etc.