



OTTOB AUTHENTIC

Let's Talk... we're looking for:

Debtors/Accounts Administrator

Cape Town

R 18 000.00

ROLE/JOB DESCRIPTION:

- Our client in the removal industry is looking for an experienced Debtors/Accounts Administrator.

RESPONSIBILITIES:

- Full function of debtors including invoicing
- Update Storage cards
- Monthly storage invoices
- Place the invoices in the files.
- Mark payments as direct deposits on the aging report.
- Send notifications for storage arrears
- Payment follow-ups
- Update the monthly debtors on the drive
- Handle debtor queries regularly throughout the month.
- Recalculate annual storage increase rates and send notifications.
- Storage insurance letters for clients without coverage should be sent quarterly
- Direct deposits must be updated daily- clients details and invoice numbers
- Update payments on the aging accounts.
- Account renders for ex store clients are emailed to ops
- Assist with general invoicing when required

EDUCATION/EXPERIENCE:

- Good communication skills
- Computer literacy on Google web based applications, Excel & Word
- At least 3 years' experience performing debtors and accounts functions.
- Matric certificate with mathematics or relevant tertiary qualifications

- Candidates must be based in Cape Town - NB

Kindly note: If you have not heard from us within 14 working days, your application was unsuccessful

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za and use the job title and location as the subject

www.ottobauthentic.co.za
Tel. 012 012 5965