



OTTOBAuthentic

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

DEBTORS ACCOUNTANT

Parktown, JHB

Salary: R35k pm ctc.

You will be responsible for managing and optimizing the debtors' ledger, ensuring timely collection of outstanding debts, resolving customer queries and processing payments efficiently.

This role requires an eye for detail, strong communication skills, a proactive approach to problem-solving, and the ability to work collaboratively with internal teams and external clients

Key Responsibilities:

- ① Debt Collecting
- ① Payment Processing
- ① Debtors Ledger Management
- ① Customer Service
- ① Compliance & Documentation
- ① Process Improvement

Education:

- ① BCom. (undergraduate) Finance, Business Administration, or a related field.

Experience:

- ① Proven experience (3-4 years) working in debt collection and payment processing roles.
- ① Excellent communication and negotiation skills.
- ① Proficiency in Microsoft Excel
- ① Ability to work independently and collaboratively in a fast-paced environment.
- ① Attention to detail and accuracy in data entry and record-keeping.
- ① Problem-solving skills and a proactive approach to resolving issues.
- ① Ability to maintain confidentiality and handle sensitive information with integrity

Kindly note: If you have not heard from us within 7 working days, your application was unsuccessful.

How to Apply: Please submit your resume to: elsa@ottobauthentic.co.za