

CAREER OPPORTUNITY

09 JANUARY 2015

CREDITOR'S CLERK

HEAD OFFICE

We have a vacancy for a Creditor's Clerk at our Head Office Finance Department

Outputs for the Job

- Reconciliation of suppliers statements to accounts payable ledgers
- Capturing of all suppliers invoices
- Ensuring accurate and timeous payments to creditors
- Resolution of queries and handling of other ad hoc duties
- Communication with Suppliers / Exclusive Books Stores
- Preparation of adjustments
- Performing other departmental functions as and when required by the Financial Manager

Minimum Requirement

- Knowledge of ACCPAC & Microsoft AX Dynamics
- Matric, Related Financial Tertiary Qualification advantageous
- Minimum 3 years Creditors' Experience

Knowledge

- Knowledge of creditors administration processes – full function
- Filing
- Knowledge of VAT Procedures
- Knowledge of Custom and Excise procedures
- Knowledge of overseas payment procedures
- Knowledge of Reconciliation's

Skills

- Computer skills: Accpac & Microsoft AX Dynamics
- Computer skills: Excel / Word
- Computer skills: Outlook
- Problem solving skills
- Administration skills
- Verbal and written communication skills
- Time Management skills
- Telephone Etiquette skills
- Customer Service skills
- Diplomacy Skills

Attributes

- Deadline Driven
- Punctual
- Accurate
- Organized
- Able to take Control
- Self-Motivated
- People orientated
- Team Player
- Stress Tolerance
- Reliable & Assertive

Applications should be emailed to: thulag@exclusivebooks.co.za

APPLICATION CLOSES ON THE 16th JANUARY 2015

Should you not receive a response by 23rd January 2015, please consider your application unsuccessful.

T +27 11 798 0000
F +27 11 803 0002
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