

## CAREER OPPORTUNITY

9 JANUARY 2015

### CREDITOR'S SUPERVISOR

#### HEAD OFFICE

We have a vacancy for a Creditor's Supervisor 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
- Monitoring & Supervision of Creditors Clerks
- 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
- Minimum 5 years Creditors' Experience of which 2 years must have been in a Supervisory role

#### **Knowledge**

- Knowledge of creditors administration processes – full function
- Filing
- Knowledge of VAT Procedures
- Knowledge of Custom and Excise procedures
- Knowledge of overseas payment 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
- Manage People
- Team Player / Leader
- Stress Tolerance
- Reliable & Assertive

Applications should be emailed to: [thulag@exclusivebooks.co.za](mailto:thulag@exclusivebooks.co.za)

**APPLICATION CLOSES ON THE 16<sup>th</sup> JANUARY 2015**

**Should you not receive a response by 23<sup>rd</sup> January 2015, please consider your application unsuccessful.**

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