



OTTOBAUTHENTIC

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

Bookkeeper Kempton Park R22 000 – R25 000 CTC

ROLE/OVERVIEW:

Our client in the removal industry is looking for an experienced Bookkeeper for their Kempton Park branch.

- ⓑ Candidates must be based in JHB/Kempton Park
- ⓑ EE Position

KEY RESPONSIBILITIES:

- ⓑ Full function of debtors including invoicing
- ⓑ Payroll for weekly and monthly paid staff on Accsys Peopleware
- ⓑ Processing of monthly NBC returns for relief workers
- ⓑ DA's
- ⓑ Account queries
- ⓑ EFT payments
- ⓑ Petty cash assistance
- ⓑ Creditors
- ⓑ Warehouse / Self store control
- ⓑ Leave controls
- ⓑ Other admin

EDUCATION/EXPERIENCE:

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