



OTTOBAUTHENTIC

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

## **BOOKKEEPER**

**Musina, Limpopo**

**Salary: R20 000.00 pm CTC**

### Responsibilities:

- ④ Data Capturing & Filing
  - Invoicing
  - Payroll Data
  - Record keeping
- ④ Full function payroll
  - SARS, PAYE, SDL, Labor, Garnishees, Medical, WRO/IOD, POPIA/PAIA
- ④ Accounting
  - Recons
  - Month to month
  - EFT's and petty cash
  - VAT201, EMP201
  - EMP502
  - Credit Applications
  - Financial/accounting queries
- ④ Employee queries

### Education:

- ④ Diploma/Degree in Accounting or relevant field

### Experience:

- ④ Minimum 2-5 years bookkeeping/account/payroll experience
- ④ SAGE 300 / Accpac (Compulsory)

**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: [joe@ottobauthentic.co.za](mailto:joe@ottobauthentic.co.za) and use the job title as the subject.