

DEBTORS CLERK

Company Name	Managed Integrity Evaluation
Job Title	Debtors Clerk
Reporting To	Debtors Team Leader
Main Purpose	A debtors' clerk keeps record of customers' accounts at an undertaking and recovers the undertaking's debts and keeps record of the money owed to the undertaking and payments made. The Debtors Clerk contacts customers to recover the outstanding balance and determines a deadline for payment and follows with clients. If the date of payment isn't met, the debtors' clerk decides which steps must be taken to recover the outstanding money.
Responsibilities	<ul style="list-style-type: none"> • Debtors management: <ul style="list-style-type: none"> • Collection and management of own debtors' portfolio via telephone and email and ensure that proper notes are made to recover the outstanding money. • Resolve any queries related to the debtors' accounts and ensure the customer have all outstanding invoices and statements. • Perform reconciliations on debtor accounts to ensure accurate account balances are reflecting on customer accounts. • Allocate and assign daily bank against debtor accounts based on received remittance advises and allocate credit notes and invoices and continuous investigation of unallocated monies to allocate monies to customer accounts. • Perform credit reconciliations on all credit balances. • Prepare documentation for credit notes. • Request and prepare refunds on 30 day and prepaid client payments received. • Notify all debtors up for suspension of the status of their account before suspension day to debtor's team leader and financial controller. • Reporting: <ul style="list-style-type: none"> • Report on a weekly basis on outstanding debtor status to debtor's team leader and financial controller. • Prepare documents for audit and ensure filing is done timeously and accurately monthly. • Ensure billing details of all debtor's accounts are SARS compliant and completed correctly on in-house systems. • Collaboration:

	<ul style="list-style-type: none"> • Attendance of team meetings to insure all debtor's clerks are well informed of client updates and deadlines. • Will perform other duties as may be reasonably assigned from time to time.
Requirements	<ul style="list-style-type: none"> • 2 to 3 years' Finance work experience • Outgoing Personality • Good communication skills • Attention to detail • Ability to reach deadlines • Basic accounting knowledge (Recons and Journals) • Microsoft Experience essential
Qualifications	<ul style="list-style-type: none"> • Matric • Accounting orientated qualification preferred
Working Hours	08:00 to 17:00 – The successful applicant might be expected to work extra hours due to the nature of this position (if and when required)
Closing date for Application	17:00 – 16 January 2019
Additional Information	All enquiries and CV's should be e-mailed through to gogontlek@mie.co.za There will be a formal interview process to ensure that the most suitable candidate is selected.