



## **Bookkeeper/Credit Controller Ref 201333**

BOOKKEEPER/CREDIT CONTROLLER (P/T) REF 201333

Our client in Howick, a busy Medical practice seeks a half day bookkeeper/credit controller Ref 201333 - with the following:

Salary: TBC

Type of position: Part-time; Hours 20 week; Monday to Friday (Flexible)

### GENERAL DESCRIPTION

- Bookkeeping to trial balance
- Capturing of Patient Information,
- Generating of Invoices / Receipts
- Dealing with Medical Aids
- Debtors / Creditors
- General Ledger / Cashbook
- VAT Reconciliations
- Credit Control
- Petty Cash
- Manage accounts payable and accounts receivable
- Prepare checks, payments and bank deposits
- Allocate and post financial transaction details onto Pastel
- General Office Administration experience

### WORK EXPERIENCE REQUIREMENTS

- Minimum 3 years working experience within an accounts department
- Knowledge of bookkeeping practices
- Knowledge of generally accepted accounting principles and procedures
- Debtors / Creditors
- VAT Reconciliations
- PASTEL Express

### EDUCATION REQUIREMENTS

- Senior Certificate
- Relevant Bookkeeping/Accounting Tertiary Qualification Advantageous
- Computer Literate: PASTEL / MS Office Suite

### COMPETENCIES

- Planning and organizing
- Attention to detail
- Information collection and monitoring
- Problem analysis
- Problem solving
- Communication skills
- Confidentiality
- Integrity

Please Note:

NOTE: Correspondence will be limited to short-listed candidates only. Careers by Design is committed to the provisions of the Employment Equity Act in its employment and recruitment policies.

All CV's to be submitted in Word format only.

<b>Date:</b>	15 April 2013
<b>City/Town:</b>	Howick
<b>Location:</b>	KwaZulu-Natal
<b>Wage/Salary:</b>	Negotiable
<b>Start:</b>	asap
<b>Duration:</b>	Part Time
<b>Type:</b>	Part Time
<b>How to apply:</b>	CV via eMail - Word format only
<b>Company:</b>	<a href="#">Careers by Design</a>
<b>Contact:</b>	Recruitment Manager
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	Infor@careersbydesign.co.za