

23 rd October 2024	COPPERLEAF COUNTRY ESTATE VACANCY
JOB ADVERT	DEBTORS & CREDITORS CLERK
Position	Finance : Debtors & Creditors Clerk
Job Overview	<ul style="list-style-type: none"> • The Clerk is responsible for invoicing and maintaining records of all debts across various categories, as well as sending out letters for overdue accounts. • To provide financial and administrative services to ensure efficient, timely and accurate collection and reporting on customer accounts. • To provide critical assistance to the creditors function by coordinating supplier information in preparation for processing and payments.
Key Performance Areas and Outputs	<p><u>Members database:</u></p> <ul style="list-style-type: none"> • Ensure Debtors’ categories are updated on pastel. Each stand needs to be linked to either a Completed stand, Vacant Land and/or Under Constructions <p><u>Raise Invoices & Credit notes</u></p> <ul style="list-style-type: none"> • Building Control/Road Maintenance & Penalty- Raise invoices and ensure sheet balances to schedules • Infringements- Raise invoices and ensure it is balancing to the supplier invoice. • Prepare credit notes for approval by the accountant. <p><u>Monthly Levy Accounts</u></p> <ul style="list-style-type: none"> • Ensure timeous and accurate recording of all invoices, and credit notes which includes monthly levy accounts with normal levy, special levy, interest on arrears, membership fees and any other applicable fees <p><u>Debtors’ collection:</u></p> <ul style="list-style-type: none"> • Weekly report on outstanding debtors using the debtors dashboard.

	<ul style="list-style-type: none"> • Collection of outstanding debt in line with the debtor's policy. • Timely allocation of receipts from debtors. • Issue monthly statement of accounts. • Resolving queries and following up on accounts. • Sending reminders for unpaid accounts. • Follow up on unsuccessful debit order collections. • Ensuring that residents with unpaid accounts are put on payment arrangements or handed over to lawyers or debt collectors. • Hand over overdue accounts to attorneys. <p><u>Creditors' function:</u></p> <ul style="list-style-type: none"> • Assist the accountant with issuing purchase orders when required. • Ensuring that all invoices are accompanied by purchase orders before being processed. • Preparing payment requisition based on supplier statement reconciliation. • Attending to supplier queries for payments due. • Maximizing settlement discounts earned for early settlement of supplier invoices.
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Experience and Qualifications	<ul style="list-style-type: none"> • Minimum of 3 years working experience as a debtor's clerk focusing on collections and general debtors' management. • Grade 12 or equivalent NQF level 4 qualification • Financial Accounting qualification e.g. BCOM Accounting qualification is compulsory • Minimum of 5 years working experience, 2years must have been in a supervisory position
Skills Required	<ul style="list-style-type: none"> • Ability to Speak, Read and Write English. • Ability to work as part of a team. • Self-motivated and high level of initiative. • Attention to detail to details, accuracy, and efficiency in completing tasks.
Other	<ul style="list-style-type: none"> • Excellent understanding of HOA, Golf and Health & Beauty environment, including revenue and cost drivers • Sage Evolution experience is critical. • A detailed understanding of financial and business management principles. • Computer literacy is essential, especially Microsoft excel and Microsoft Word. <p>If you are eager to contribute, learn, and grow in a supportive and collaborative team, we encourage you to apply.</p>
Term	Fixed
Remuneration	Market-related
Application Deadline	1 st November 2024
Starting Date	Immediately
Email CV to	careers@copper-leaf.co.za

If you meet these qualifications and are ready to contribute to the success of our estate, we invite you to apply with your resume and introductory cover letter indicating why you should be considered for this position.

If you have not heard any response from us within two weeks after the closing date, please consider your application unsuccessful.