

LEXCORP PERSONNEL

ACCOUNTING STAFF RECRUITING SPECIALISTS

NATIONALITY

- South African

LANGUAGES

- English, Afrikaans

AGE

- 24 years old

AFFIRMATIVE ACTION

- Yes

AVAILABILITY

- 2 weeks

CURRENT CTC PER ANNUM

- Undisclosed

EXPECTED CTC PER ANNUM

- R90 000 – R150 000

PROFILE

- Full Creditors function
- Invoicing on Syspro System
- Assisting in HR duties and BEE audits
- Handling of documents for foreign payments
- Wages
- Debtors collecting

LEADERSHIP ROLES

- None

Employee No 302

Name: Available On Request

Recruitment Consultant: Imraan Lockhat

Recruitment Consultant: Wayne Hartogh

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PROFILE SUMMARY

The Candidate in his role as a Creditors and Administration Clerk has the ability to handle the pressures of meeting deadlines that come with working in a fast paced environment.

PROFESSIONAL EXPERIENCE

1. Creditors Clerk

Contract Sept 2012 - Current

- Full Creditors function
- Accurately and timeous capturing of invoices on Syspro system
- Ensure invoices are properly authorized accordance with levels of authority
- Ensure all invoices, pod's, grv's, and purchase orders are in possession before processing
- Scheduling and releasing of payments daily and monthly
- Allocate invoices to correct GL expense account
- Liaising with suppliers and various departments
- Filling of payments
- Creditors reconciliations
- Handling petty cash
- New credit applications
- Dealing with discrepancies and ensuring timeous resolution
- Assisting auditors during financial year end
- Assisting HR duties BEE audits
- Reconciliation of credit card slips from reps
- Extraction of report from Sypro system
- Data capturing
- Foreign payments – handling of the documents
- Creating reports on Excel
- Adhoc responsibilities

2. Admin Clerk

Contract Feb 2012 – Sept 2012

- Filing of invoices, statements and drivers sheets
- Debtors and creditors
- Data capturing
- Sorting of invoices – checking for credits and accuracy
- Sorting of worker wages
- Frequent usage of Microsoft Excel/Word
- Keeping records of daily purchases
- Checking for orders via the internet
- Dealing with customer queries
- Emailing/posting and faxing of statements
- Petty Cash

PERSONAL ATTRIBUTES

- Task prioritization
- Time management
- Attention to detail
- Good communication skills
- Presentable & articulate

EDUCATION

- Skills development Specialist I and II
- Comptia A+ , N+
- Computer Skills
 - Hardware Installation and Maintenance
 - Microsoft Office Word and Excel
 - Syspro Accounting