

Credit Controller

Remuneration:	cost-to-company
Location:	Johannesburg
Job level:	Mid/Senior
Type:	Permanent
Company:	THE SKILLS MINE (PTY) LTD

Requirements:

- Grade 12 / Matric / NQF level 4
- Up to five years experience
- Area of experience in finance, credit and collections in an accounts payable department
- Location: Johannesburg and Cape Town

Responsibilities:

- Manage invoice requests received by shared team inbox
- Process daily invoicing, monthly statements and send to clients for payment
- Investigate and resolve all queries within stipulated timelines
- Follow up and collect on outstanding debtors accounts (over 61 days plus) by following the collections process and policy
- On-going adherence to collection guidelines
- Assist secretaries with all matters that need to be invoiced
- Prepare and process month – end billing reports
- Meet monthly and annual collections target
- Adhere to best accounting practices, procedures as well as statutory and regulatory requirements
- Responsible for sending out monthly client statements on Infoslips and maintaining email addresses

Skills:

- Credit
- Credit control
- Customer service
- Finance
- Management accounts

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See also: [Accountant](#), [Bookkeeper](#), [Financial Manager](#), [Stock Controller](#)

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