

# Creditors Controller

<b>Remuneration:</b>	negotiable tctc
<b>Benefits:</b>	Provident Fund and Medical aid
<b>Location:</b>	Johannesburg, Bryanston
<b>Remote work:</b>	Some remote work allowed
<b>Education level:</b>	Diploma
<b>Job level:</b>	Junior/Mid
<b>Type:</b>	Permanent
<b>Company:</b>	Joe Public

## Essential duties and responsibilities:

Experienced creditors controller required to join high volume, fast-paced finance shared services team. You will be responsible for the creditors function within the Group. The ideal candidate will have three-plus years in finance, ideally in a creditor's controller role.

## Responsible for the full creditors function:

- Responsible for timeous processing of supplier invoices within the JPU group and according to correct JPU finance processes.
- Responsible for preparing vendor reconciliations.
- Responsible for resolving queries with suppliers.
- Maintaining relationships with suppliers.
- Responsible for international/foreign payment requests and preparation of respective documents for submission to the bank.
- Perform related duties as assigned by supervisor.
- Ensures that finance payment deadlines (weekly and month-end) are adhered to and met.
- Ensures that accuracy and efficiency is always maintained when processing payments.
- Adheres to the application of sound accounting policies and procedures.
- Is responsible for behaving in an ethical manner.
- Ensures all information requests are provided in a user-friendly, timeous and efficient manner.
- Ensures all filing is up to date.

## Education and/or work experience requirements:

- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers.
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Matric (Grade 12) Certificate.
- 3+ Years experience in a creditor's role.
- Diploma/Degree in Accounting or equivalent financial qualification will be an advantage.
- Experience of daily processing of creditors on Microsoft Dynamics NAV (Navision) is a MUST.
- Attention to detail.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude.
- Ability to work in a team as well as independently and to carry out assignments to completion within parameters of

instructions given, prescribed routines, and standard accepted practices.

Posted on 20 Mar 10:03, Closing date 19 May

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