



ACCOUNTS CLERK ADVERT

Position: Accounts Clerk – Meals on Wheels Community Services
South Africa in Bloemfontein

Requirements:

- 3 years accounting experience
- Relevant accounting qualification
- Valid drivers license
- Curriculum vitae with history of employment and contactable references
- Experience in the NGO sector will be a bonus

Skills and Competence:

Pastel accounting, Microsoft small business, Numeracy skills, Good interpersonal skills, Accounting skills

Core Function: Accounting procedures at MOWCS South Africa

Key areas of responsibilities

- Type accurately, prepare and maintain accounting documents and records
- Prepare bank deposits, general ledger postings and statements
- Reconcile accounts in a timely manner
- Daily enter key data of financial transactions in pastel/database
- Provide assistance and support to company personnel
- Research, track and restore accounting or documentation problems and discrepancies

- Inform management and compile reports/summaries on activity areas
- Distribution of organisational stock/supplies
- Constantly update job knowledge

+ Salary will be based on the SDA denominational (SAUC) wage scale with due consideration of qualification and experience

Please submit your application, CV and certified copies of certificates to;

- Effort Bhebe
- Email: effort@mealsonwheels.org.za

The closing date is 20 August 2017