

# DEBTORS CLERK

- JOB TYPE **PERMANENT**
- DEPARTMENT **ACCOUNTS**
- COMPANY **FLIGHTSITE**
- LOCATION **WESTERN CAPE, TYGERVALLEY**
- EMPLOYMENT EQUITY POSITION **PREFERRED**
- MINIMUM QUALIFICATION **MATRIC**
- MINIMUM NUMBER OF YEARS' EXPERIENCE **4**

JOB REFERENCE NO.: **FS003/270519**  
POSTED: **27 MAY 2019**  
CLOSING DATE: **FRIDAY, 7 JULY, 2019**  
BY **CLUB TRAVEL**

## MAIN PURPOSE OF ROLE

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Adherence to Accounts Receivable processes in line with company policies and procedures.

## KEY RESPONSIBILITIES

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### Management of specific customer accounts

- It is the responsibility of the Debtors' clerk to ensure that ALL customer accounts are kept current.
- Reconcile the following accounts weekly and the email them monthly (2<sup>nd</sup> day of the month) to client:
- Touchlab Air
- Touchlab Hotels

### Management of Debtors Listings

- All other customer accounts to be kept current by pulling weekly listings to ensure that all invoices are raised to clear customer accounts timeously.
- Debtors Clerk to work hand in hand with consultants and invoicing clerks to ensure that the above is achieved.
- Weekly age analysis to be handed to the Finance team leader for checking and sign off.
- Allocate payments receipted by the banking clerk to ensure that any queries are managed and sorted.

- Draw daily report 318
- Refunds on a daily base
- Bank disputes only 2 days
- Write off e:mail them by the 2<sup>nd</sup> working day of the month

#### **Booking Fee's**

- This report is managed by and is the responsibility of the debtor's clerk to ensure that all booking fees have been collected.
- The debtor's clerk hands the report to the Finance team Leader at month end to sign off.

#### **Protas (internal finance system)**

- Accurately process all Protas actions queued.
- Clear all actions daily.

#### **Ad-Hoc**

- Check and attend to any e-mailed queries
  - Update and clear pending query file on e-mails
  - Acknowledge queries, complaints and queued protas actions within 24 hours

### **QUALIFICATION, EXPERIENCE AND KNOWLEDGE**

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- Minimum of 4 year's experience in a Debtors role.
  - Must be proficient in Excel (Intermediate/Advanced)
  - Good grasp on reconciling Accounts
  - Previous Debtors experience in Travel advantageous
  - Basic computer skills (MS Word, MS Excel, Outlook)
  - Good written and verbal communication skills in English
  - Administration experience in a finance environment.

### **COMPETENCIES**

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- Able to work under pressure
  - Ability to interact with people.
  - They have to be open minded in a fast paced changing environment.
  - Team Player

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