



ACCOUNTANT

PRIMARY PURPOSE

The purpose of this position is to assist and complete projects within accounts and administration as determined by management which includes general auditing, assisting the department, investigating and auditing the general ledger, stock controls, membership accounts, bank, and revenue related reconciliations. Compiling and completing various projects related to accounts including analytical reports as required by management.

KEY RESPONSIBILITIES

Stock control – Food & Beverage/Sports/Proshop:

- Audit F&B Control and stock control on a monthly basis.
- Ensuring that stock control procedures are being adhered to.
- Implement controls where a need arises.
- Auditing the capturing of documentation and ensuring it is completed correctly.
- Investigating stock variances in conjunction with F&B Controllers.
- Investigate stock variances within Sports and Proshop.
- Assist in the administration process in Sports and Proshop as determined by management, implementing controls where required.
- Auditing the controls within Sports and Proshop to ensure they are being adhered to.
- Ad-Hoc reports to assist F&B management with controls.

Membership Accounts:

- Weekly and Monthly Age Analysis.
- Assisting credit controllers with collections from time to time as determined by management.
- Ensuring member queries and administration is being done correctly and accurately.
- Assist with member queries and administration.
- Clearing out of all management and sports related accounts.

- Running weekly and monthly checks in Jonas to ensure Age Analysis and Pre-fund control accounts are agreeing to GL.
- Completion of all GL reconciliations related to this function.
- Assistance with Annual Subscription and fees billings, letters, invoices.
- Audit accuracy of the annual billings.

Cash ups/POS day ends/Function billings:

- Audit and checking the accuracy and completion of cash ups/day ends/function billings.
- Checking and flagging of irregular voiding and changes to chits and revenue related billings.
- Investigating all irregular billings and charges.

Analysis and reporting related to this function.

Assist and audit of Bank Reconciliation for both AP and WM on a monthly basis.

Assisting and auditing of various GL reconciliations.

Completion of operational and business-related analytical reports as and when required by management.

PERSONAL ATTRIBUTES & SKILLS

- Must have a good understanding of a broad spectrum of accounts particularly general ledger, cash book, debtors, creditors and stock control.
- Excellent computer skills in accounting systems, advanced Excel and proficient in Microsoft office.
- Experience in stock control and implementation of stock control procedures.

MINIMUM / PREVIOUS EXPERIENCE

- Minimum 5 years' experience in finance and accounts.

QUALIFICATION

- Bachelor of Commerce Degree in Accounts/Finance or currently studying towards completion of the degree.

PROPERTY

- Auckland Park and Woodmead

APPLY NOW!

APPLICATION PROCESS:

Interested employees must complete the application form and submit with their CV's to careers@ccj.co.za by no later than 25th October 2024.