



## CREDIT CONTROLLER

### ***PRIMARY PURPOSE***

The purpose of this position is to manage member's accounts by ensuring that they are a true and accurate record of member's transactions with the club. Contacting members with outstanding accounts telephonically and by written communication. Resolving member's queries timeously.

### ***KEY RESPONSIBILITIES***

- Managing member accounts allocated to you by management.
- Resolving member queries within 48 hours and escalating any delays timeously.
- Telephonically contacting members in 30 days to ensure they are satisfied with the charges on their account.
- Consistently contacting members (both telephonically and written) to ensure accounts in 60 days and over are settled.
- Ensuring that the outstanding amounts do not exceed a certain percentage of the total book value: 60 days at 3% and 90 days at 1% of the total book value.
- Ensure subscriptions are collected at least by April each year.
- Raise and process membership journals.
- Raise ad-hoc invoices as requested by members.
- Raise pro-rata subscriptions invoices where necessary.
- Open and load new temporary accounts for non-members.
- Open reciprocal members within members allocated to you by management.
- Accept and process membership charges where required.
- File member correspondence.
- Charging of Club functions where required.
- Update and maintain membership data of members allocated to you.
- Monthly close off membership accounts.
- Ad-hoc projects as and when required by management.
- Assist other credit controllers when they're on leave.
- Reconcile management prefund and club account at month end.
- Load deposits for functions and reconcile GL account for month end.
- Generate reports and reconcile accounts related to this position when required by management.

## ***PERSONAL ATTRIBUTES & SKILLS***

- Ability to work well under pressure.
- Attention to details and accuracy.
- Mature person with strong communication skills (written and verbal).
- Computer literate particularly Excel, Word, Outlook, and an accounting software, preferably Jonas.
- Honest and reliable individual.

## ***MINIMUM / PREVIOUS EXPERIENCE***

- Minimum of 5 years' experience in credit control, preferably Country Club with Jonas experience.

## ***QUALIFICATION***

- Minimum Matric.
- Diploma/Certificate in bookkeeping or credit control (preferred).

## ***PROPERTY***

- Auckland Park.

**APPLY NOW!**

## ***APPLICATION PROCESS:***

Interested employees must submit their CV's to [careers@ccj.co.za](mailto:careers@ccj.co.za) by no later than *19<sup>th</sup> March 2024*.