



Montego

— Pet Nutrition —

VACANCY: ACCOUNTS PAYABLE CLERK

Montego Pet Nutrition currently has an opportunity for an Accounts Payable Clerk at our Graaff-Reinet office

ESSENTIAL FUNCTIONS

Essential functions and responsibilities may include but are not limited to:

- Capturing of supplier invoices & preparing payments of these invoices according to supplier payment terms.
- Reconciliation of creditor's statements & resolve creditor queries.
- Responsible for the daily petty cash transactions and monthly reconciliation thereof.
- Capturing of stock, resolving stock issues and reconciliation of stock on a daily and monthly basis.
- Assistance with stock counts will also be required.
- Filing & keeping record of documentation.
- Handling queries from the Financial Director, Financial Manager & Accounts Payable Manager.

REQUIREMENTS:

- Matric / Grade 12 certificate however practical bookkeeping / accounting qualification may be beneficial.
- Experience in creditors, stock taking and accounts essential.
- Good communications and interpersonal skills with fluency in English and Afrikaans.
- Microsoft Office and Pastel experience.
- Accountable, committed, accurate and reliable.
- Ability to adapt to change.
- Participative and able to work as part of the team.
- Must be able to work overtime if and when needed.

Closing date: 15 DECEMBER 2020 @ 12:00

Should you meet the requirements for this position, please apply with your CV and a letter of application to -

The Human Resources Manager, Montego Pet Nutrition, vacancies@montego.co.za

Correspondence will be conducted with short listed candidates only.