



VACANCY

| | | |
|-----------------|---|---|
| REFERENCE NR | : | VAC02174/22 |
| JOB TITLE | : | Billing and Accounts Receivable Officer |
| JOB LEVEL | : | C3 |
| SALARY | : | R 334 527 – R 501 790 |
| REPORT TO | : | Supervisor: Billing and Accounts Receivable |
| DIVISION | : | Finance |
| DEPT | : | Financial Accounting |
| LOCATION | : | SITA Erasmuskloof |
| POSITION STATUS | : | Permanent (Internal/External) |

Purpose of the job

The role will be responsible to process customer infrastructure and billing, as well as efficiently manage individual customer accounts, verify and execute the processing and delivery of customer invoices, and effectively track timely and accurate billing of all services provided.

Key Responsibility Areas

Prepare the relevant revenue accruals, implement policies and procedures for the environment and monitor compliance thereof. Administer customer records and work authorisations. Accurately and timeously allocate payments and report. Attend to and address customer requests, queries and disputes. Timeously and accurately process customer invoices to ensure the quality of billing.

Qualifications and Experience

Minimum: Grade 12 plus Finance related 1 - 2-year National Higher Certificate or any relevant qualification in the discipline equivalent to NQF level 5.

Experience: 3 -4 years relevant experience in a financial environment.

Technical Competencies Description

Knowledge & Skills: Good knowledge of Generally Recognised Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision; Knowledge of Customer Services; Good knowledge of Generally Recognised Accounting Practice (GRAP); Understanding of relevant legislation, including PFMA and Treasury regulations; Implementation of internal controls; Business & System processes; Ability to make an informed decision; Knowledge of Customer Services. Financial Accounting; Management Accounting.

How to apply

Kindly forward your CV to: Puleng.recruitment@sita.co.za

Closing Date: 01 November 2021

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)
- Only candidates who meet the requirements should apply
- SITA reserves a right not to make an appointment
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking
- Correspondence will be entered to with shortlisted candidates only
- CV`s from Recruitment Agencies will not be considered
- CV`s sent to incorrect email address will not be considered.