



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post:

BUDGET & TREASURY OFFICE

SENIOR CREDITORS CLERK: POST LEVEL 08

Salary: R 161 232 – 178 056 per annum

Benefits: normal municipal employee benefits.

REQUIREMENTS

- A recognized Diploma in Accounting plus 2 - 3 years experience. Applicants should have a high level of communicative and interpersonal skills, analytical, innovative problem-solving skills and time-managing skills. Thorough knowledge of Local Government Legislation. Computer Literacy and Code C1 driving license.

KEY RESPONSIBILITIES

- Capturing accounting data electronically, capture expenditure documents, printing cheques, creating Electronic Funds Transfer batches
- Prepare deposit slips for banking
- Ensure that invoices are correct, duly authorised, internal control process are followed and paid timeously
- Reconciliation of creditor statements to invoices and claims
- Analysing expenditure recording processes referring to information detailed in supporting documentation (orders, invoice, etc)
- Providing support with regards to the consolidation of expenditure transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium term expenditure.
- Co-ordinates and controls sequences associated with the verification and provision of information related expenditure transactions.
- Interacting with the internal/ external auditors and makes available information, supporting documentation and proof of approval guiding specific recordings, adjustments and allocation of Expenditure Accounts.
- Analysing and verifying transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement

discounts, cash flow requirements and payment terms

- Calculating, using specific formulae and procedures, to determine statutory inputs (Value Added Tax, etc.) and verifying records against transactional information.
- Identification of transactions for maintaining and/ or updating records in registers (Assets, etc.), verify and/ or adjust and reconcile information.
- Attending to queries related to the calculation of settlement discounts and outstanding payments.
- Advising Suppliers on procedures in respect of payment and/ or requesting the completion of the necessary documentation to facilitate payment of accounts.
- Providing copies of transactional documentation and/ or preparing and seeking approval prior to forwarding response to correspondence pertaining to claims on outstanding amounts.
- Provides information on the status of payments and specific procedural applications
- Departmental stationery and inventory control

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID, Drivers License and covering letter indicating the position you are applying for, must be sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality Cnr Harry Gwala and Church Streets, Room 27. Faxed or e-mailed applications and those without the relevant accompanying documents will be automatically disqualified.

All qualifications and references of shortlisted candidates will be verified.

Further enquiries maybe directed to Ms Portia Makibelo at tel. no. (014) 718 3367 during office hours.

Closing date: 16 September 2011

Should you not be contacted within 60 days of the closing date please accept that your application had been unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**M V LETSOALO
MUNICIPAL MANAGER**