

Red Alert TSS (Pty) Ltd

Job Description

Junior Bookkeeper

RED ALERT



Cleaning & Security

The following is a guideline to your duties:

- 1 Day to Day
 - 1.1 Allocating credits to invoices loaded in CB
 - 1.2 Answering phones, fielding calls and problem-solving
 - 1.3 Assist in preparation of documents for audits
 - 1.4 Balancing cashbooks monthly
 - 1.5 Capturing all payments into the bank and cash book
 - 1.6 Capturing credits/debits that come into my bank accounts
 - 1.7 Checking all is correct on bank statement
 - 1.8 confirming the accuracy of entered information
 - 1.9 Data Processing
 - 1.10 Documenting transaction details
 - 1.11 maintain records
 - 1.12 Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
 - 1.13 Notify senior staff of any accounting errors
 - 1.14 Perform partial checks of the posting process
 - 1.15 Printing bank statement
 - 1.16 Reconcile & balance cashbooks
 - 1.17 Support month-end and year-end close process
 - 1.18 Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger

- 2 General
 - 2.1 File all paperwork
 - 2.2 Take calls for queries related to cashbook
 - 2.3 Direct problems not resolved to the branch or debtors manager for action
 - 2.4 Assist with all administrative functions in the JOC division
 - 2.5 Relieve switchboard / receptionist
 - 2.6 Assist with other duties as and when required
 - 2.7 Prepare reports as necessary, and completing any other duties as required
 - 2.8 Stationery order