

JOB TITLE – DEBTORS CLERK

Position reports to : Finance Manager
Direct Reports : None at this time
Office Location : Adapt IT Johannesburg Campus

PURPOSE OF THE POSITION

An exciting opportunity exists for a suitably qualified and experienced individual to join the team as a Debtors Clerk.

Join the dynamic finance team in the role of a Debtors Clerk and utilise your collections experience to manage a large debtor's book. The Debtors Clerk will be responsible for collection of all outstanding accounts, management of the debit order collection process and any general administration that will be vital to the success of the finance team.

PRIMARY RESPONSIBILITIES FOR THE ROLE

- Timeous collection of debts due to the company and maintenance of debtor's files.
- Meet or exceed debtors aging targets.
- Pro-actively support the collection drive and continually improve the collection process and methodologies.
- Monthly and ad-hoc debtors reporting and analysis.
- Take full responsibility for a large debtor's book, including administration, liaising and resolving issues to ultimately collect amounts due.
- Build strong relationships across the business and liaise with the various departments to achieve the collection target.
- Be the go-to person for the team as well as other internal departments for debtors related queries.
- Research and resolve payment discrepancies within an acceptable turnaround time.
- Review and maintain debtors aging to ensure compliance to agreed metrics per scorecard.
- Debit order collections management and reporting.
- Identify gaps in processes and implement new and improved procedures to optimise the debtor function.
- Follow established procedures for processing receipts.
- Managing the quality of the data stored.
- Reconciliation of customer accounts.

DESIRED SKILLS, EXPERIENCE AND QUALITIES:

Education & Qualification

- National Diploma in Accounting.

Relevant Skills, Knowledge & Experience

- 3- 5 years practical experience in a Debtors Clerk role.
- Corporate collections experience (including debit orders).
- Must have worked with high volume accounts.
- High level of proficiency in Microsoft Excel
- Experienced with working on ERP systems, Salesforce experience is a plus.
- Self motivated and pro-active
- Able to work independently, with a high degree of responsibility
- Deadline driven
- Logical thinker

Driving Value

Actively seeking and implementing opportunities to maximize value in any aspect of the business.

- Setting a culture of continuously striving for better performance
- Challenging the current state in order to seek real improvements

Leading People

Motivating and developing people to deliver superior results in a responsible manner

- Building and maintaining effective culture
- Managing accountabilities and providing timely and constructive feedback

Leading Self

Taking responsibility and accountability for own behaviour, performance and development

- Taking ownership for own performance and decisions and their impact on the business
- Demonstrating tenacity and resilience even when faced with obstacles
- Seeking opportunities for personal feedback, learning and development
- Acting decisively when tough or quick action is required