

Our success is our people.

www.epitomepeopleplacements.com



Bookkeeper

Centurion
Permanent
On site
R20 000

Job Summary:

Providing a bookkeeping service of the company's financial transactions for the stores allocated. Stores can change and increase if needed.

key Responsibilities:

- Printing off, paying, capturing and filing tax invoices from suppliers, on a daily and weekly basis.
- Printing off, paying, capturing and filing invoices from joint venture stores, on a weekly basis.
- Capturing of the tax invoices on Sage Evolution (GRV).
- Capturing the RTS credit notes on Sage Evolution and printing off the remittance advice.
- Requesting statements and missing invoices for reconciliation purposes. Capturing the invoices and ensuring that the remittance advice mirrors the statement from the supplier.
- Loading payments on the banking app, printing out the payment notifications and attaching the invoices, statement and remittance advice.
- Check that all suppliers balances back to the statement on a monthly basis.
- Any journal to do fixes must be signed off by manager.

Bank Statements

- Downloading the bank statements from the banking app for the previous week on all the shops.
- Updating all the cashbooks, once a week.

- Allocating all payments and receivables to the correct codes and suppliers.
- Make sure VAT is correct on entries.
- Updating the batch after all allocations are done. Pulling a reconciliation report to ensure the closing balance is still according to bank statement.
- PDF and file the bank statement every month on a folder

Daily Cash Ups

- Processing the daily expenses, on a weekly basis (including sales, Mr D, Uber, online, voucher, cash & card transactions).
- Capturing the daily transactions for:-
 - Cash
 - Card
 - Mr D
 - Uber
 - Online
 - Voucher
 - Bolt
 - Any other 3rd party
- Ensuring all expense slips are attached and balance to totals on the excel sheet. Reporting and following up with any differences.
- Ensuring any wages paid out from the shop to workers have a signed slip attached. This must be kept to a minimum. Discuss otherwise.
- Reconciling the cash and credit card payments on the daily basis on the excel sheets. Ensuring it corresponds and balances to the bank statements. Following up any differences in cash banked with the shop and G4S/Fidelity/any other cash collection company.
- Reconciling Mr D, Uber, voucher and online in the following manner:
 - Looking on the different websites and downloading invoices which must be captured on Sage Evolution.
 - Downloading Uber remittances and capturing, to work out monthly commission paid out.
 - Capturing on Sage Evolution and excel, the remittances and invoices for Mr D, on a weekly basis for reconciliation purposes.
 - Reporting any differences to the Operations Executive and Operations Administrator, to follow up.
 - Inputting the monthly invoices on Sage Evolution to bring in the totals from the daily cash ups.

Qualifications:

- Required:
- At least 5 years bookkeeping to trial balance experience essential
- A bookkeeping diploma would be preferable.
- VAT and efilng experience essential
- Working with tight deadlines.
- Own transport
- Lives in Centurion area.
- Attention to detail.
- Pressurized environment.
- Dealt with more than one company as we deal with many stores.
- Pastel experience necessary, preferably Evolution.