

VACANCY: ACCOUNTS CLERK
DUTY STATION: OTJIWARONGO
PATTERSON GRADE: B3

Purpose

To capture and allocate payments from customers for account's receivables and to assist with monthly bank reconciliations.

KEY PERFORMANCE AREAS, AMONGST OTHERS:

- Download of bank statements and tracing of customer's accounts on the financial system.
- Capture/Process of direct deposits to customers' accounts receivable.
- Do follow up on list of uncleared items for final capturing/processing of items to cashbook.
- Capture/Process uncleared items on bank statements to the respected accounts.
- Maintain proper filing of bank statements and proof of payments provided by customers.
- Attach proof of payments to new connection workflow.
- Assist with daily and monthly bank reconciliations when required to do so.
- Prepare bank query on monthly basis to clear uncleared items.
- Ensure that list of uncleared items reduces to almost zero balance every month.
- Prepare monthly outstanding list for reporting.
- Maintain proper filing system.
- Handles all internal and external customer queries when needed.
- Supports and creates sound working relationships with co-workers/team members to resolve problems.

MINIMUM REQUIREMENTS:

- Diploma in Accounting.
- One-year general accounting experience with exposure to high volume data processing, Microsoft Office, exposure to accounting software (AccPac, Pastel, SAP, etc)
- Exposure to reconciliation and spreadsheets and accounting software.

SKILLS AND ABILITIES:

- Spreadsheet - Excel
- Numeracy
- Customer Service Orientation
- Analytical and Organizational skills

Company Registration no: 2003/0153

Directors: K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko
B-O Mapoha (Legal Compliance Officer/Company Secretary)

Shareholders: Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.

Interested and qualified applicants are required to submit their applications to:

Human Capital Section

P. O. Box 560

Otjiwarongo

Or Email: hr@cenored.com.na Or Hand Deliver their applications accordingly

Closing Date: Friday, 06th June 2025 @ 16h30