

# BREEDE-GOURITZ

Catchment Management Agency  
Opvanggebied Bestuursagentskap  
I-Arhente yoLawulo lomMandla nokungqongileyo  
51 Baring Street Worcester 6850, Private Bag X3055 Worcester 6850

The Breede-Gouritz Catchment Management Agency (BGCMA) is an established Public Entity of the Department of Water and Sanitation. The Breede-Gouritz CMA exists to manage water resources responsibly through the continuous engagement with all stakeholders and devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz CMA, including the environment.

## **BILLING AND INVOICING CLERK X 2** **SALARY LEVEL 7 (R226 611.00 per annum excluding benefits).** **CENTRE: Worcester**

**Job Purpose:** Responsible for keeping track of money owed to the Agency by customers (water users), preparing invoices and updating of records.

**Requirements:** A Diploma / A Degree in Finance and a minimum of 2 years proven relevant experience as a billing and invoicing clerk. Knowledge and understanding of financial legislation, policies, practices and procedures including the PFMA. Proficiency in Microsoft (especially Excel). Figure orientated, good organizational and excellent communication skills and client and service orientation. A thorough knowledge of the anti-corruption strategy and fraud prevention measures. A valid (EB) driver's license is a prerequisite.

**Key performance areas:**

- Managing account balances and discovers outstanding debts or other inconsistencies.
- Collecting all information needed to calculate bills receivable.
- Checking the data input in the accounting system to ensure accuracy of final billing.
- Issue invoices and bills and sends them to customer/s through various channels.
- Issue customer account statement periodically or whenever necessary.
- Receive payments through various methods (cash, online payments etc.) and check for credibility.
- Send reminders for payment and contact customers when assigned.
- Update accounting records with new payments, balances, customer information etc.
- Customer balance and adjustment verification – Prepare documents for adjustments and prepare submission for write-off.
- Billing adjustment capture – update reconciliation sheet and reconciliation database.
- Capture all verified and reviewed adjustments.
- Answer questions and handle complaints from customers regarding bills.
- Report on activity to upper management.
- Assist in the preparation of monthly, quarterly and annual reports.

**The following knowledge / experience are preferable:**

- Ability to maintain a high level of accuracy and attention to detail.
- Analytical and problem solving skills.
- Organizational and time management skills.
- Effective listening, verbal and written communication skills.
- Honesty, integrity, flexible and work in a multi-cultural society.
- Working knowledge of SAP system.

**Enquires: Ms Zanele Mngoma (023) 346 8000**

Applications (including a comprehensive CV, Covering letter, Certified copies of all relevant Qualifications, Certificates and ID) must be placed in a sealed envelope marked **“Billing and Invoicing Clerk”** and posted to the Chief Executive Officer of the Breede-Gouritz CMA c/o the Human Resources Division, Private Bag X3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850.

The BGCMA is an Equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment. Suitably qualified candidates are encouraged to apply. The BGCMA may subject candidates to assessments which would include competency assessment in the advertised post. Copies of foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

**Closing date: 12 February 2018 at 16h00. No late, faxed or emailed applications will be considered.**

**NB: No faxed or emailed applications will be accepted.**

Correspondence will be limited to short listed candidates only. Applicants who have received no response within three months must consider their applications as unsuccessful.