



Joburg|Market

Joburg Market (SOC) Ltd

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www.joburg.org.za

ACCOUNTS RECEIVABLE CONTROLLER

Salary: (T12/C4) R31 549.00 per month basic excluding benefits

JOB PURPOSE

To oversee and coordinate the revenue recognition activities including billing and management of accounts receivable functions relating to property rental services.

DUTIES AND RESPONSIBILITIES

- Manage and supervise Accounts Receivable Administrator which includes work allocation, overdue accounts including liaison with the legal department and all journals needed on rental debtors.
- Leave, training, performance and problem resolution.
- Ensure the management of rental debtors and unallocated debtors, adherence to company policies and procedures and that all outstanding rental debtor amounts are collected timeously. Ensure timeous communication to tenants with outstanding rental, tenants statements are issued timeously to avoid late payments and prompt response to tenant queries and problems. Ensure accurate and timeous recovery of utilities and repair costs (where applicable) from tenants and prompt and accurate allocation of receipts. Ensure reconciliation of debtors.
- Monitoring of lease contracts.
- Implement and maintain an effective record keeping system.
- Develop and implement systems essential to effective management of the rental processes.
- Credit vetting of new rental account applications.
- Opening and configuration of new accounts on JDE.
- Optimize rental revenue generation through ensuring usage of correct tariffs and accurate meter readings.
- Assist Property Management Department in evaluating tenant lease renewals.
- Establish and implement processes for timeous collection of rental revenue and good communication lines with tenants.
- Maintain the rental billing database on JDE.
- Perform reconciliation of general ledger accounts related to rental debtors.
- Performing daily rental debtor age analysis reviews to ensure timeous resolution of discrepancies identified.
- Pass credit notes upon authorization.
- Assist in providing information to, and interacting with internal and external auditors as and when required.
- Compile and manage monthly and quarterly management reports.
- Processing doubtful debts provision entries.
- Processing bad debt write-offs in line with policy and procedures.

- Calculating the straight-lining of leases adjustments.
- Knowledge of GRAP Standards as they relate to rental revenue/debtors.
- Preparing adjustments and notes to AFS on Rental Revenue & Accounts Receivable.
- Perform miscellaneous job-related duties as assigned by senior management.

QUALIFICATIONS

- o Diploma in Accounting/ Equivalent NQF Level 6 in Accounting
- o 3+ years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: accountsreceivable-controller@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

The closing date is 09 December 2022 at 12:00 pm.

Handwritten signature and date:
30/11/22