

# CASHBOOK CONTROLLER

**SALARY: (T9/C1) R21 542.27**

**PER MONTH BASIC**

**EXCLUDING BENEFITS**



## JOB PURPOSE

To ensure the accuracy of cash and bank balances as well as allocated accounts in the general ledger. Managing cashiering transaction accuracy.

## DUTIES AND RESPONSIBILITIES

- Manage and supervise Cashbook Administrator which includes work allocation, leave, training, performance and problem resolution
- Reconcile Treasury Account (sweeping account) general ledger balances on the following bank accounts: unpaid accounts, trust accounts, salary accounts, Business accounts and Bank Charges accounts, Query and follow up any discrepancies with the banks on bank statements
- Prepare and process relevant journals for all bank accounts and payroll related transactions, and submit the following reports: loans to shareholder, cash collection and cashier shortages
- Maintain an audit trail of funds that are debited and credited to the general ledger
- Handling of cashiering related queries effectively and efficiently
- Ensure that all cashier's accounts are reconciled
- Identify all cashier shortages / surplus and ensure all queries are resolved timeously and all unapplied receipts are allocated
- Complete and submit monthly balance sheet account reconciliations (for allocated accounts) and ensure that outstanding items are investigated and cleared
- Liaise with payroll administrator to ensure that 13th cheque, leave pay and performance bonus and cashier shortages accounts are reconciled monthly, internal and external auditors, with payroll administrator to ensure that 13<sup>th</sup> cheque, leave pay and performance bonus and cashier shortages accounts are reconciled monthly



# CASHBOOK CONTROLLER

**SALARY: (T9/C3) R21 542.27  
PER MONTH BASIC  
EXCLUDING BENEFITS**



- Perform miscellaneous job-related duties as assigned

## QUALIFICATIONS

- NQF Level 6 in Accounting
- 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: [cashbook-controller@joburgmarket.co.za](mailto:cashbook-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.

**Employment Equity Target African Male**

**The closing date is 24 August 2023 at 12:00 pm**

*[Handwritten signature]*  
15/08/23



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