



LOCAL AND INTERNAL ADVERTISEMENT

The Bushbuckridge Local Municipality (hereinafter the Municipality), which is an equal opportunity and affirmative action employer, invites applications from suitable qualified candidates for the below position.

POST : BILLING CLERK x2
DIRECTORATE : FINANCE
REMUNERATION : R201549.51
CENTRE : HEAD OFFICE

RESPONSIBILITIES

- Customer service, questions and complaints
- Maintain Utility Customer, Billing and Xpress Bill Pay databases
- Apply utility and other payments, maintain a cash drawer and prepare daily deposits
- Process monthly utility billing, prepare and mail utility bills, shut-off notices, collect delinquent accounts, assist in filing liens as needed
- Prepare Newsletters
- Assists with Accounts Payable
- Maintain/order office supplies • Building permit intake, payments and processing
- Code enforcement complaints and inquiries
- Issue and track business, and other, licenses and permits
- Park reservations, contracts, deposits and refund requests
- Administer Municipal Court, maintain court records, track court fines, tickets and payments
- Collect, sort and distribute mail
- Other duties as assigned

REQUIREMENTS

- Grade 12 plus A certificate in bookkeeping
- Two (2) years previous experience and training that includes accounting/bookkeeping, clerical, administration work and customer service or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.
- Interested candidates meeting the above requirements are invited to forward their comprehensive CV's certified copies of identify documents and qualifications to the following address:

- The Municipal Managers
 - Bushbuckridge local Municipality
 - Private bag x9308
 - Bushbuckridge1280
- OR**
Hand delivery to office no 55
R533 Graskop road
Bushbuckridge

Closing date : 9 NOVEMBER 2018