



Local Advertisement

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

Post : Billing Clerk
Directorate : Finance
Remuneration : R245 774.51
Centre : Head Office

RESPONSIBILITIES

- Provide services relating to billing of metered services and perform associated record keeping
- Maintain records relating to assessment rates, clearances, deeds, exception reports, authorization of clearances and refunds.
- Assist in balancing and implementation of supplementary and valuation roll for rates.
- Open accounts for new customers and link relevant charges.
- Obtain meter reading charts from the regions.
- Assist with attending to *and* resolving audit queries.
- Print and distribute customer invoices to regions.
- Follow an aligned customer service excellence culture, which enables rewarding relationships and allows others to provide exceptional customer service.
- Sustain relationship with interest groups in support of divisional objectives.

REQUIREMENTS

- Grade 12 or equivalent qualification
- National Diploma in accounting and Degree in accounting will be added as an advantage
- 2 years's experience working in finance
- Computer Literacy (Excel, word & PowerPoint)
- Interpersonal relation skills.

Application forms can be accessed from our website: www.bushbuckridge.gov.za or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices. Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address;

Any falsification information be it in a form of postal or residential address, qualifications, references or any other information given by the applicant will lead to dismissal upon discovery by the employer.

The Municipal Manager
Bushbuckridge Local Municipality
Private Bag X 9308
BUSHBUCKRIDGE
1280

OR Hand delivery to office no 55(Registry)
R533 Graskop Road
Bushbuckridge

NB If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful

The Municipality reserves the right not to appoint

Closing date : **08 August 2019**