



## A03: ACCOUNTS CLERK

Suncoast

Tsogo Sun Gaming welcomes job applications from passionate and hard-working team players who want to be part of our ever growing Tsogo Sun Gaming family. We value our employees and provide them with the means to grow within the company, opening many doors in the process. If this is an offer that excites you, send in your application and you could be the newest addition to our family.

### Our successful Accounts Clerks ...

- **prepare payments to suppliers** and process supplier invoices strictly according to company policies and procedures, and gaming regulations
- accurately and timeously **process cashbook and balance sheet accounts**
- smoothly manage **EFT payment batches** from Accpac and Nedinform
- assist in the recording of **food and beverage transactions**
- assist with **stock counts**
- ensure control of **purchase orders** are adhered to and that all accruals are recorded
- ensure **intercompany transactions** are recorded
- keep the **supplier information database** and **filing** up to date
- identify all **errors** and take prompt corrective action
- **audit, analyse & interpret** financial data and related documentation
- draw up accurate creditors aged **reports** and take prompt **corrective action** when required
- **impress internal customers** with fast, efficient and friendly service
- works as part of a team or individually to deliver **high quality** standards consistently and accurately.

If you have these **qualifications**, join our team: Matric (NQF 4) and a finance related degree or diploma with experience with Accpac and Nedinform, sound MS Office skills, an ability to perform in a fast paced and deadline-driven environment, and at least one years' experience in a similar position.

**CLOSING DATE: 5<sup>th</sup> August 2022**

**To apply**, your written application must include:

- CV (maximum 4 pages)
- contactable references (with telephone numbers)
- covering letter with three reasons why you're our top candidate for the job!

**For info or to apply**, contact the HR Consultant: phone 031 328 3107 or email [Celia.Nyanar@tsogosun.com](mailto:Celia.Nyanar@tsogosun.com) (Specify Vacancy applied for on the **subject line** of the email. **CV & documents to be in one attachment**)

[www.tsogosun.com](http://www.tsogosun.com)

SUNCOAST

TSOGO SUN GAMING PROUDLY SUPPORTS THE NATIONAL RESPONSIBLE GAMBLING PROGRAMME.  
WINNERS KNOW WHEN TO STOP. ONLY PERSONS 18 YEARS AND OLDER ARE PERMITTED TO GAMBLE.  
NATIONAL PROBLEM GAMBLING COUNSELLING TOLL-FREE HELPLINE 0800 006 008