



DEBTORS CLERK (PROPERTY MANAGEMENT) X 2

LOCATION: ELLIS PARK STUDENT VILLAGE DOORNFONTEIN

EMPLOYMENT TYPE: FULL-TIME

ABOUT THE POSITION

Brief description:

Ensure the new leases details are captured correctly, and all amendments are put through.

Ensure that all Student Accommodation rentals and queries are either:

- Processed
- Checked against billings and invoices of the previous month.
- Manual billings where necessary

Skills and Competencies:

- Processing of the monthly rental AR invoices to tenant.
- Background in leasing will be advantageous.
- Ability to relate to student needs.
- Strong communication skills
- Dynamic and enthusiastic.
- Escalating uncommon, complex issues to the next level for resolution when necessary.
- Performing other related duties, as assigned.
- Be deadline driven.

Primary Duties and Responsibilities:

- Draft AOD's
- Ensure rental invoice sent to the tenant are in accordance with the lease agreement.
- Generate pre-billings monthly for the tenants from the 22nd of each month and co-sign pre-billing with the Res Manager.
- Manage and resolve queries relating to rental payments.
- Follow up on outstanding payments of all tenants and retail.
- Ensure all rental payments are done on the 1st of the month.



- Debt Collection of all outstanding rentals from the 7th of each month.
- Running the monthly age analysis for the tenants and reporting on overdue rentals to the Financial Accountant.
- Reconciliation of the client statements to the accounts receivable balances in SAGE INTACCT
- Drafting and issuing 10 months invoices for the tenants.
- Blacklisting of Students on SAGE INTACCT and TPN blacklisting of guardians/student
- Preparing of files for legal handover
- Assist the Financial Accountant with daily receipting.
- Assist with the loading of documents on the U-link system.
- Draft and send LOD's to students monthly.
- Facilitation of the eviction process
- Reconcile students account for deposit refunds.

Requirements: (Qualifications & Experience)

- National Diploma in Accounting or equivalent experience.
- 1+ year of experience in an accounting environment.
- Experience accounts receivable.
- SAGE Intacct experience will be an added advantage

Desired Skills:

- Accounts Receivable
- Finance
- Reconciliation