

Bookkeeper

Remuneration:	negotiable
Location:	Johannesburg, Lonehill, Fourways
Job level:	Mid/Senior
Type:	Permanent
Company:	Creative Space Media

Creative Space Media is looking for an experienced bookkeeper to handle debtors and creditors accounts.

Requirements:

- Formal post-matric qualification (diploma or certificate) in accounting/bookkeeping from recognised tertiary educational institution
- Proficiency and experience with SAGE accounting is essential for this role
- Very proficient in Microsoft Office, specifically strong Microsoft Excel skills
- Excellent general administration skills
- Good telephone manner
- At least 3-5 years previous experience preferably in a bookkeeper position or similar role
- Sound knowledge and understanding of accounting principles and practical application ability.
- Drivers licence and own transport

Application question(s):

- Do you have at least three years of bookkeeping experience?
- Do you have at least three years of SAGE sccounting experience?
- Are you based in Fourways/Sandton or surrounding areas?

Job types: full-time, permanent

Posted on 03 May 08:36, Closing date 1 Jul

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Sally

Sally@creativespacemedia.co.za

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