

POSITION DESCRIPTION

Job Title	Accounts Officer	Date: 15 Mar 2010
Name		Employment Status:
		Regular
Location		Temporary
		Full-time
Supervisor's Name/ Title		Part-time

SUMMARY

This position description is written to describe work currently organised and performed by a fully qualified employee who possesses knowledge, skills, and experience required by the position. The position description sets out the requirements of the position in the following format:

- Objective
- Key Effectiveness Areas/Responsibilities
- Selection criteria (skills and duties required)

OBJECTIVE

The Accounts Officer is accountable for the accurate collection of monies and completeness of:

- The accurate and timely allocation of debtor payments and carrying out monthly debtor reconciliation

KEY EFFECTIVENESS AREAS/RESPONSIBILITIES

(Generic Responsibilities)

The areas of responsibility for this position are:

1. Management of operational activities for personal and commercial accounts
2. Completion of accurate, appropriate and timely data entry
3. .
4. .