



Johannesburg Social Housing Company

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INTERNAL AND EXTERNAL ADVERTISEMENT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA).

JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.

Position : **Billing Officer**
Employment Status : **Permanent**
Department : **Office of Chief Operations Officer**

Purpose of the Job: To create invoices and credit memos, updating customer files, and sending invoices and payment reminders to customers.

Responsibilities (but not limited to the following):

- ◆ Ensure tenant accounts Input miscellaneous rental data such as maintenance charges, security, water billing etc.
- ◆ Generate accurate rental statements for all tenants.
- ◆ Distribute statements to building supervisor and prepare for month end.
- ◆ Administer and advise on clearance and refund of deposits and miscellaneous.
- ◆ Create accounts for sundry debtor.
- ◆ Address any queries received from tenants relating to statements.
- ◆ Record all payments received against tenant accounts.
- ◆ Allocate payments to the correct tenant's account.
- ◆ Reconcile and make corrections, where necessary, on tenant accounts.
- ◆ Capture journals on system.
- ◆ Update accounts as agreed between tenants and credit controllers.
- ◆ Perform any other functions as might be required.

Minimum job Requirements, interested applicants must be in possession of:

- ◆ Grade 12 or Equivalent
- ◆ Degree/Diploma in Accountancy / Finance
- ◆ Two (2) years' experience as a billing clerk, preferably in accounts payable or accounts receiving.
- ◆ Two (1-2) experience in MDA/MRI Software/SAGE
- ◆ Knowledge of relevant accounting software used by JOSHCO.
- ◆ Working knowledge of accounting standards and relevant legal regulations.

Skills and competencies- The ideal applicant must possess the following skills and competencies:

- ◆ **Generic skills:** Relationship Management: Relationship with other departments, managers, and staff, Relationship with service providers, Good organisational and time-management abilities, Strong attention to detail, Excellent verbal and written communication skills, The ability to work on multiple projects simultaneously while maintaining accuracy.
- ◆ **Technical Knowledge and Skills:** Financial, Accounting, Budget (Basic), Developing and Implementing repayment policies and procedures (Basic), Default Management (Basic), Eviction Management (Basic), Problem solving (Basic) and gather and analyse information (Basic).
- ◆ **Attributes:** Ability to collaborate with coworkers, clients, and suppliers and Having an exacting personality.

Application Procedure:

Please take note that only online applications will be considered. Please apply by using the following link below, by either copying the link onto browser or click on the link. Failure to apply using the correct link, will result to any application not considered.



<https://share-eu1.hsforms.com/1qhcdgLtGTMaY9oTeRU15qAew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing date for applications is 14 December 2023 at 16:00 any application received after the closing date will not be considered.