

VACANCY: DEBTORS CLERK (PROPERTY MANAGEMENT)

Location: Ellis Park Student Village, Doornfontein, Johannesburg

Reporting to: Financial Accountant

Closing Date: 15 July 2026

Applications: Send your CV to careers@adowa.co.za

About the Role

Adowa Property Managers is looking for a detail-oriented Debtors Clerk to manage the student accommodation debtors' portfolio. The successful candidate will be responsible for accurate billing, collections, reconciliations, and resolving tenant account queries while ensuring effective debt recovery and excellent customer service.

Key Responsibilities

- Capture new lease agreements and process lease amendments.
- Prepare and issue monthly rental invoices in accordance with lease agreements.
- Generate monthly pre-billing schedules.
- Manage tenant and student account queries.
- Follow up on outstanding rental payments and perform debt collection.
- Prepare monthly age analysis and debtor reports.
- Reconcile debtor accounts and Accounts Receivable balances in Sage Intacct.
- Draft Acknowledgements of Debt (AODs) and Letters of Demand (LODs).
- Prepare accounts for legal handover and assist with the eviction process where required.
- Process student account reconciliations for deposit refunds.
- Assist with daily receipting and other finance administration.

Minimum Requirements

- National Diploma in Accounting, Finance, or a related qualification.
- Minimum of 1 year's experience in an Accounts Receivable or debtors environment.
- Experience in property management or student accommodation will be advantageous.
- Sage Intacct experience will be an added advantage.

Skills & Competencies

- Accounts Receivable and debt collection experience.
- Strong reconciliation and numerical skills.
- Excellent communication and customer service skills.
- High attention to detail and accuracy.
- Ability to work under pressure and meet deadlines.
- Proficient in Microsoft Office, particularly Excel.



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