



Job Title: Accounting Clerk x 2

Company: Lutatweni Komkhulu

Location: Menlyn, Pretoria

Department: Finance

Reports To: Group Senior Bookkeeper/ Financial Accountant

Job Purpose

Detail-oriented, organised, and reliable Accounting Clerk to join our finance team. The successful candidate will be responsible for supporting the day-to-day accounting functions, including Accounts Payable, Accounts Receivable, Cash Book, Bank Reconciliations, and Petty Cash, while ensuring that all financial records are accurate, complete, and audit ready.

The Accounting Clerk will work closely with the accountants and maintain professional relationships with both suppliers and customers.

Key Responsibilities

1. Accounts Receivable

- Process monthly and ad hoc customer invoices.
- Send invoices and customer statements timeously.
- Maintain accurate customer accounts and follow up on queries.
- Maintain good customer relationships through effective communication

2. Accounts Payable

- Capture and process supplier invoices.
- File AP invoices and maintain audit-ready records.
- Load payment batches and file proof of payments (POP).
- Perform supplier reconciliations and resolve discrepancies
- Maintain professional supplier relationships and communication.

3. Cash Book & Bank Reconciliations

- Perform monthly bank reconciliations
- Process and maintain cash book transactions.
- Receipt and allocate cash receipts and payments accurately.
- Investigate and resolve clear reconciling items.



4. Petty Cash

- Process petty cash transactions and requests.
- Capture and file petty cash slips and supporting documents.
- Maintain accurate and up-to-date petty cash records.

5. General Accounting & Audit Support

- Work closely with Accountants on daily accounting activities.
- Assist with month-end and year-end processes.
- Provide supporting documentation for audit requests.
- Maintain accurate and audit-ready financial records.

Minimum Requirements

Qualifications:

- Diploma in Accounting, Finance, or related field

Experience:

- Minimum 1-year relevant accounting experience.
- Sage experience is essential.
- Good knowledge of AP, AR, cash book and reconciliations.
- Proficient in Microsoft Excel.
- Experience in Property, Facilities or construction (highly advantageous)

Technical Skills:

- Proficiency in accounting software
- Knowledge and proficiency in Sage One and Sage Intacct Advantageous
- Proficient in Microsoft Excel skills

Closing Date 28 August 2026

Apply: careers@adowa.co.za