

## Job Title : Bookkeeper

Join **Hillpet Construction Management's** dynamic team as an experienced Bookkeeper! We're looking for a highly skilled and organized individual, with a minimum of 3 years of experience, to manage our financial records, and support our construction management operations. If you are a detail-oriented and analytical professional, with a passion for numbers, we would love to hear from you.

### Bookkeeper Duties and Responsibilities:

- Maintain accurate, and up-to-date, financial records by ensuring all financial transactions are recorded, classified, and reported directly.
- Reconcile, balance, and maintain general ledger accounts, including assets, liabilities, equity, revenue and expenses.
- Verify, process, and record invoices, payments, and credit notes.
- Manage accounts receivable – send invoices, track payments, and follow up on outstanding debts.
- Prepare financial statements – generate balance sheets, income statements, and cash flow statements.
- Identify trends, discrepancies, and areas of improvements in financial data.
- Ensure compliance with accounting standards.
- Maintain financial files and documents.
- Assist with audits and financial reviews.
- Reconcile bank statements – verify bank statements against internal financial records.

### Bookkeeper Requirements and Qualifications:

- Bachelor's degree in Accounting or Bookkeeping – a relevant qualification from a recognized institution.
- Minimum of 3 years experience in bookkeeping, accounting, or a related field.
- Proficiency in using accounting software, such as QuickBooks, Xero, or Sage.
- Strong understanding of financial accounting principles, including financial statement preparation and analysis.
- Excellent bookkeeping skills, including data entry, invoicing, and reconciliations.
- Ability to analyze financial data, identify discrepancies, and resolve issues.
- Effective communication, and interpersonal skills.
- Ability to prioritize tasks, manage time effectively, and maintain organized financial records.
- High level of accuracy and attention to detail in financial record-keeping and reporting,
- Ability to maintain confidentiality, and handle sensitive financial information with discretion.
- Willingness to take initiative, identify areas for improvement, and implement process enhancements.

To apply send your CV to [hr@hillpet.org](mailto:hr@hillpet.org)

**Closing date: 15 February 2025**

**For more information contact us on 011 312 0835**

**Job Type: Full-time**

### Ability to commute/relocate:

- Rooihuiskraal, Centurion, Gauteng: Reliably commute or planning to relocate before starting work (Required)

**Application Deadline: 2025/02/15**