



Yebo Fresh

7 Boston Circle
Airport Industria
Cape Town

Yebo Fresh is an online shopping service delivering popular groceries focusing on South Africa's townships. We serve township families, NGO's, schools/ ECDs and township businesses such as spaza's and fast food restaurants.

Now Hiring: Accounts Payable Clerk

The role is to assist the company's accountant in maintaining the day to day accounting records of the company. It is also the first interaction point for all operations and management for any financial information. As such, strong accounting, finance and tech skills are required, as well as strong communication skills.

Key Role Responsibilities and Duties

- Responsible for collecting and processing all invoices received for payment in an accurate, efficient and timely manner.
- Perform day to day financial transactions, including verifying, classifying, and recording accounts payable and supplier data
- Reconcile the accounts payable ledger to ensure that all bills and payments are accounted for and properly posted.
- Verify and investigate discrepancies, if any, by reconciling supplier accounts and monthly supplier statements.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate reports detailing accounts payables status.
- Understand expense accounts and cost centres.
- Be the primary contact for suppliers regarding any account queries.
- Assist with petty cash reconciliation.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Reliable and should accurately follow instructions.
- Ability to multitask and acclimatize in a fast-paced environment.
- Great organizational and time management skills.
- Outstanding administrative skills.
- Excellent verbal and written communication skills.
- Proficient in Microsoft Office Suite or related software as well as other accounting software programs.
- Ability to operate related office equipment such as computers, 10-key calculator, and copier.
- Ability to work independently and in a fast paced environment.
- Ability to anticipate work needs and interact professionally with customers.
- Excellent organisational skills and attention to detail.

Education and Experience:

- Matric
- Tertiary degree in relevant field (BCom Accounting or Finance) required.
- At least two years of related experience required.

Personal Responsibilities

- *We care* - for the customer, for each other and for the communities that we serve.
- *We give 100%* - showing up on time, being present, going the extra mile
- *We make opportunities*: we are entrepreneurs, we see possibilities and realise them, even when challenging
- *We get better every day... together* - we strive for continuous improvement, accept that we may make mistakes and learn, and work as a team to grow as individuals and as a company.

Location:

- Cape Town
- This role is an in-office job at our Airport Industria office

Contract Type: Permanent with a 3 month probationary period.

Compensation: R 9000

How to Apply: Send an email to jobs@yebofresh.co.za before **Monday 9 May 2022** with:

1. the "Account Payable Clerk" (the role name) as subject
2. the body of the email explaining why you think you are suitable for this *specific* role
3. attached CV in PDF or Word document format

Yebo Fresh (Pty) Ltd. (2016/438089/07)

Registered office: 7 Boston Circle, Airport Industria, 7490, Cape Town.

Director: Jessica Boonstra-Laks

Failure to do the three items above will immediately disqualify you from the role.