



Princess Moloji

Curriculum Vitae (CV)

What job i'm looking for? My positive points

- Invoice processing, payments and reconciliations
- Receive and verify invoices and all relevant documentation to process payments for creditors
- Follow up on all missing documentation
- Ensure that payments have been authorized according to the required financial procedures
- Perform the day to day processing of accounts payable transactions according to the relevant accounting system for payment authorization
- Validate, approve and post invoices
- Prepare the files for payment run
- Ensure suppliers are paid on predetermined terms
- Monitor accounts to ensure that payments are up to date
- Forward transfer proofs, cheques and receipts to suppliers
- Attend to queries from suppliers.
- Complete monthly reconciliations of creditors accounts to supplier statements
- Maintain a current and accurate filing system for the creditors function
- Assist with general administration and financial duties.im enthusiastic hard worker self starter accountable worker deadline orientated .

Preferred occupation Accounts payable clerk
Finance jobs

Preferred work location Johannesburg
Gauteng

Contacts and general information about me

Day of birth 1976-03-06 (48 years old)

Gender Female

Residential location Johannesburg
Gauteng

Telephone number *Information is available only for registered users.*
[Sign in](#)

Email address *Information is available only for registered users.*
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Additional information

Salary you wish	25000 R per month
How much do you earn now	30000 R per month