



Official Importer & Distributor of  legrand

Happy House Company is hiring 1 Account Clerk for Showroom Bagatelle.

HAPPY HOUSE Company is Founded in 1976, Happy House Ltd is the industry leader specializing in electrical & digital building infrastructure providing solutions for lighting management, energy, network in buildings. The sector of activity is Retail (For example: Family own Management)

Situated at Happy House Ltd, Plot C9 Bagatelle Commercial, Moka

Duties are as follows:

Accounts Payable

- Bank Reconciliations
- Accounts Reconciliation
- Vat Reconciliation
- Postdated cheque management
- Return cheque management
- Manage and follow-up deposits- check banking book, excel, process entries in software QuickBooks and SAP
- Assemble and check Invoices to be processed for payment and annexed PO with invoices
- Handling payments in an organized and timely manner
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Clarify any questionable invoice items, prices or receiving signatures
- Prepare payroll at end of each month
- Responsible for verifying travelling and overtime requests
- File PAYE, TDS, NSF, CSG reports by due date
- Follow with insurance, fitness and declaration due date.

Accounts Receivable

- Accounts receivable back-up
- Processing payments
- Inputting of invoices and follow-up debtors and bad debts
- Sending monthly SOA
- Reconciliation of monthly accounts

We are currently looking for degree holders in Banking and Finance Management.

Duration: (Full time)

Experience: (Optional) – Accounting

Remuneration: **Remuneration**

Working Days/ Time: From Monday to Friday- 8:30 to 5pm and Saturday 08.30 to 13.00pm

Residing in south region will be an advantage.

Send your CV/ Motivation Letter on: Hr@happyhouseltd.com

By: **Next week:18.07.24**

Learn more on their company: Facebook.