



1 X Billing Clerk

Silulumanzi is a Water Service provider for the City of Mbombela. The company has a vacancy for a Billing Clerk.

Department: Commercial Department.

Report to: Billing Supervisor.

Location: Mbombela City, Head Office.

Job Requirements and Qualifications:

- Minimum Grade 12.
- 2 Years' experience in a Commercial and or Treasury Department with good financial principles advantageous.
- Municipal knowledge of Local Government and By-laws or Banking background is advantageous.
- Proficiency in English communication is essential.
- Skills in Microsoft packages essential (Mainly Excel & Word).

Key Responsibilities:

The main tasks and responsibilities associated with the position are listed below. This is not an exhaustive list of tasks and responsibilities and any other tasks and/or responsibilities that could be reasonably expected for the position may be required.

- Accurate processing of meter readings, discrepancies, corrections, actions, and keeping within deadlines is essential.
- Be able to read meter reading trends and pick up abnormalities and have them addressed as soon as possible.
- Continuous liaison between the Metering and Customer Services Department, providing support, data and following up on job cards essential.
- Perform financial functions, adjustments, raising journals, and corrections on customer accounts and take responsibility for explaining and addressing these.
- Attend ongoing training of billing functions/system as and when needed.
- Add input on relevant ISO procedures when identified to ensure Meter Reading/Billing procedures remain relevant and fit for purpose.

Applicants that meet the above requirements can submit their CVs to the HR Department at 18 Nel Street, Mbombela City 1200 or email xolani.voma@silulumanzi.com. Closing date: 03 March 2023

If you have not been contacted within 21 days of the closing date of this advertisement, please accept that your application was unsuccessful.

*Conserving water
sustaining life*