

Bookkeeper

Remuneration:	R20000 - R25000 per month basic salary
Location:	Cape Town
Job level:	Mid
Type:	Permanent
Reference:	#qq100
Company:	Topco Media

Join the winning team at Topco Media!

Are you ready to elevate your career in finance and administration? Look no further! Topco Media is seeking a talented, energetic, and dedicated mid-level administrative accountant to join our dynamic team.

As a key player in our media company specializing in conferencing, awards and digital publishing, you'll be at the forefront of our financial operations. Your role will involve processing payments, managing invoices, handling salaries, and loading data into Zero.

But that's not all! At Topco Media, we believe in excellence in every aspect of our work. You'll be responsible for ensuring the smooth flow of financial transactions, including processing payments to suppliers and staff through our secure online banking portal. Plus, you'll have the exciting opportunity to reconcile commissions for our talented sales team on a weekly basis.

We work with top-tier companies and government departments, and our commitment to professionalism is unmatched. That's why we're seeking someone with a digital, best-practice, and automated approach to financial administration. With your skills and dedication, you'll play a vital role in upholding our reputation for exceptional service.

What's in it for you? Joining Topco Media means joining a team of passionate professionals who are dedicated to excellence. You'll have the chance to work on exciting projects, collaborate with top-notch clients and suppliers, and grow your skills in a supportive environment.

If you're ready to take your career to the next level, don't wait! Apply now and become part of the Topco Media family. Immediate availability is a plus!

Join us and let's achieve greatness together!
Please email your cv and salary requirement to Quarnita

Posted on 18 Mar 19:55, Closing date 17 May

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quarnita.jumat@topco.co.za
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