



**INTERNAL ADVERTISEMENT  
ACCOUNTS CLERK - KHCC**

**Introduction**

Applications are invited from suitably qualified personnel to fill in the position of Accounts Clerk. The successful candidate will be based at **Kadoma Hotel and Conference Centre**

**The position reports to the Accountant.**

**Responsibilities Include:**

- ❖ Preparation of the daily cash flow position.
- ❖ Processing of creditors invoices.
- ❖ Reconciliation of creditors accounts.
- ❖ Preparation and processing of payments.
- ❖ Analyzing of general ledger postings.
- ❖ Monitoring and processing of statutory obligations.
- ❖ Maintaining of creditors records.
- ❖ Preparation of weekly and monthly payable reports.

**Job Specifications:**

The candidate should have the following:

- Holder of a degree in Accounting or equivalent.
- Hands-on experience with ACCPAC and appreciation of the Opera system.
- One (1) year experience in a similar position.
- Ability to work under minimum supervision.
- Possession of excellent analytical, communication and relationship management skills.

All applications accompanied by a detailed CV should be submitted online by not later than October 14, 2024 on the link below:

**<https://rtgafrica.com/careers/jobs/accounts-clerk/>**

**Human Resources Director,**

**RTG Corporate Office**

**1 Pennefather Avenue**

**Harare**