



Billing and Posting Clerks



Ranked

91

by count of job opportunities

Percentage

0,24%

of all job opportunities

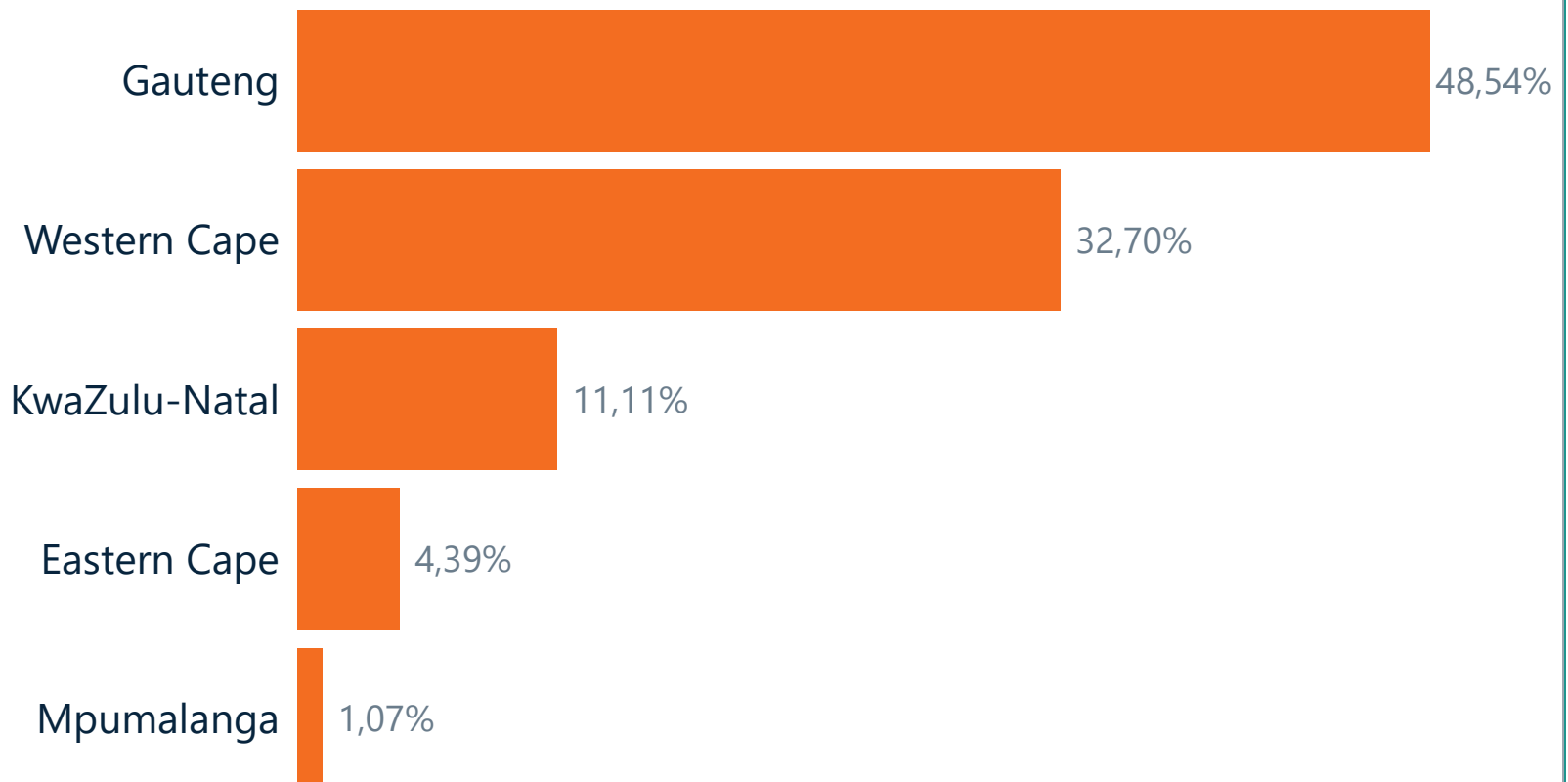
Hard-to-Fill

18,76%

% job opportunities that are "hard-to-fill"

Top 5 Provinces

by percentage of job opportunities



- credit the JobTrendZA and Kululeko Consulting as the original source,
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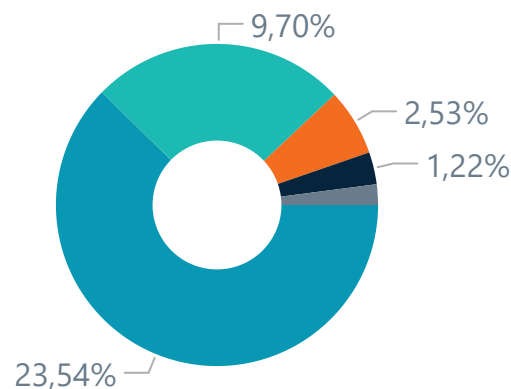
Top 5 Industries

by percentage of job opportunities

Financial and insurance activities	22,03%
Administrative and support activities	12,30%
Wholesale and retail trade	10,20%
Professional, scientific and technical activities	10,06%
Information and communication	5,60%

Top 5 Company Types

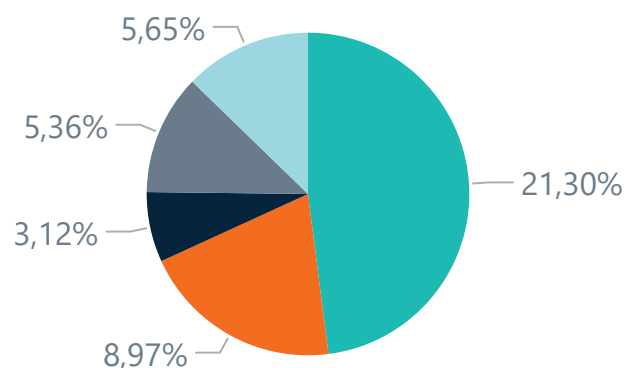
by percentage of job opportunities



- Private company
- Public company
- Sole proprietorship
- Corporation
- Partnership

Top 5 Company Sizes

by percentage of job opportunities



- 1 to 100
- 101 to 500
- 1,001 to 5,000
- 5,001 to 10,000
- 10,001 +

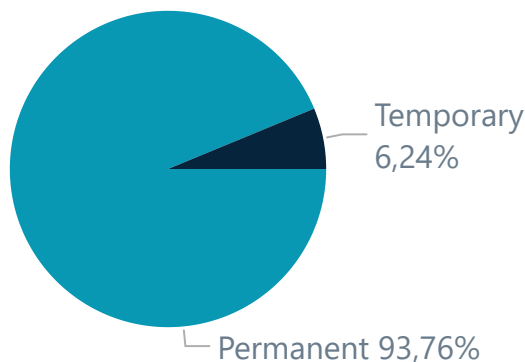


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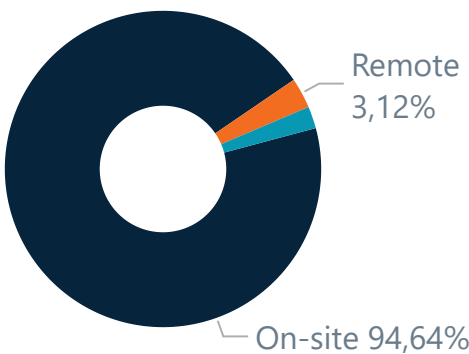
Employment Type

percentage of job opportunities



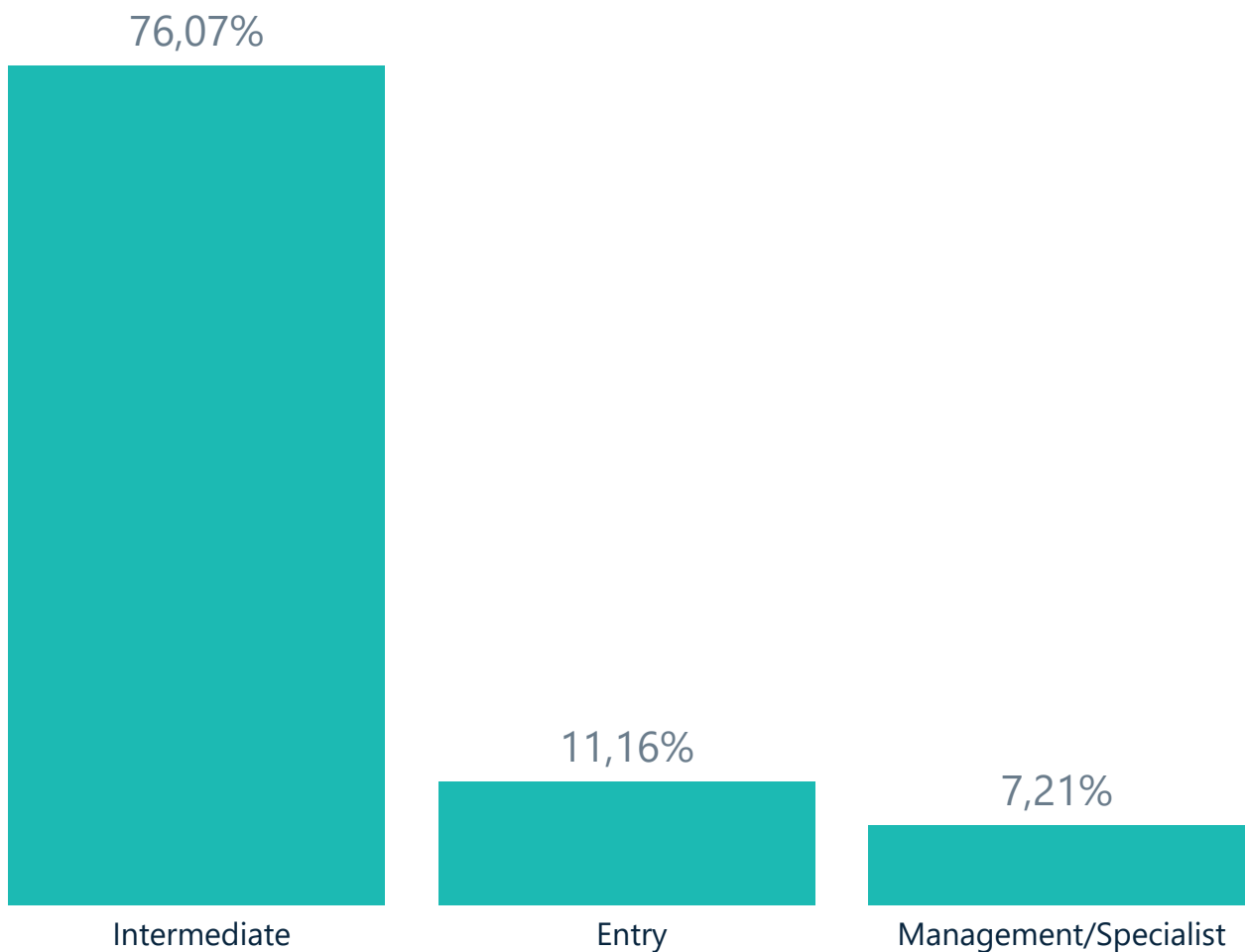
Employment Flexibility

percentage of job opportunities



Top 3 Employment Levels

by percentage of job opportunities



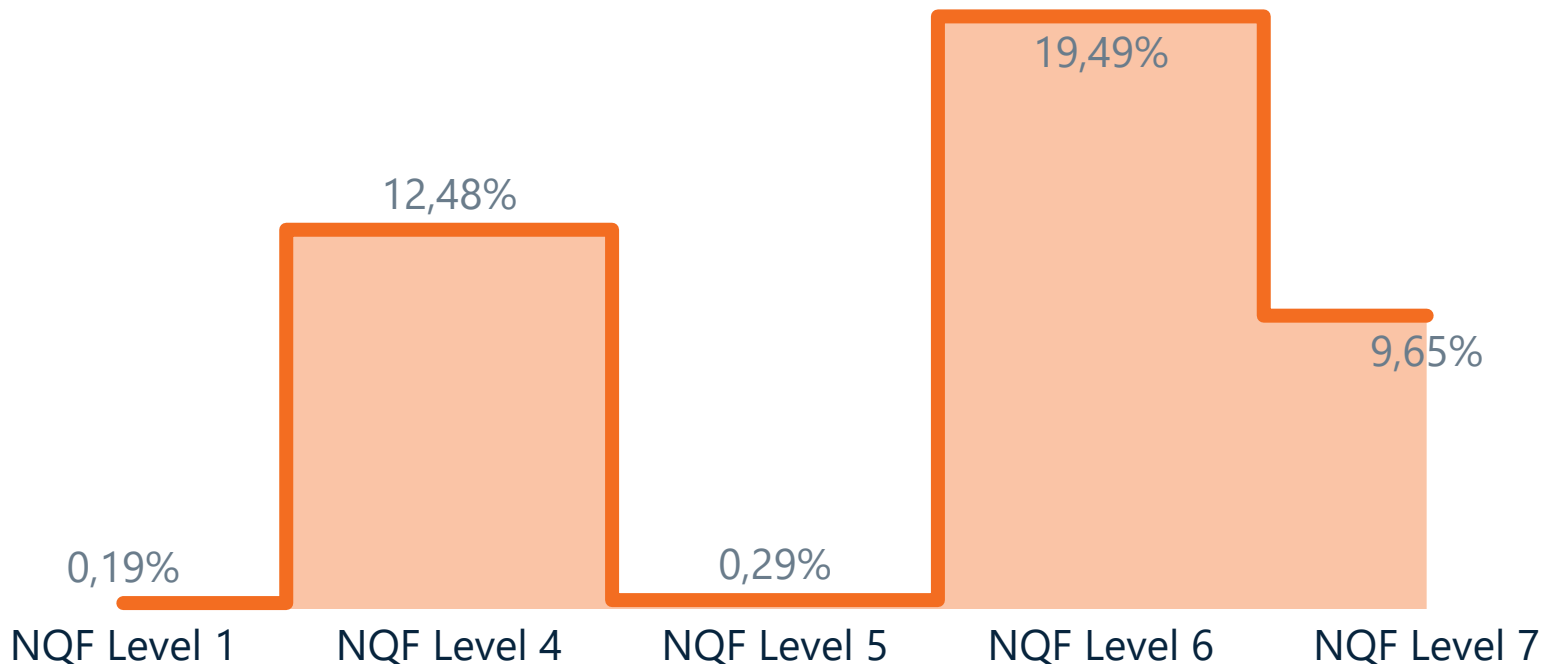


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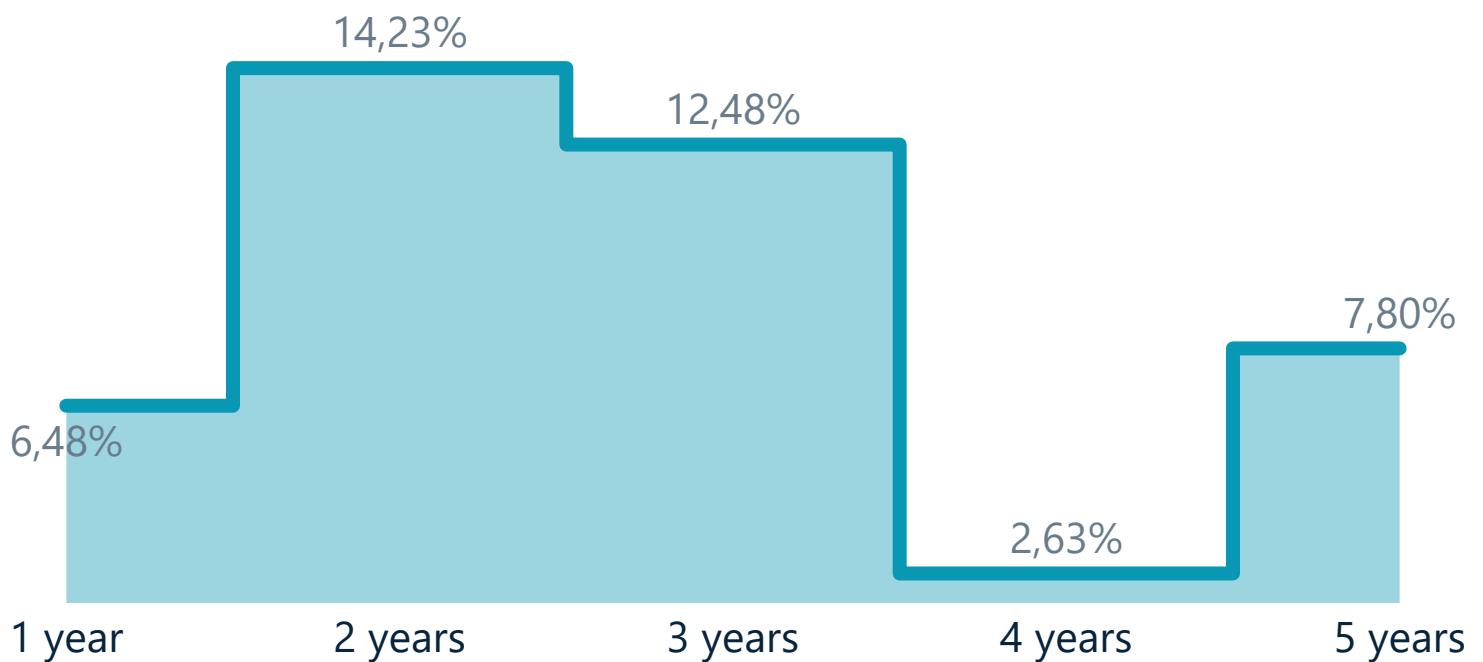
Top 5 Minimum Qualification Level

by percentage of job opportunities



Top 5 Minimum Years Experience

by percentage of job opportunities





Billing and Posting Clerks



Top 10 Required Skills

Time Management	
Managing one's own time and the time of others.	1
Writing	
Communicating effectively in writing as appropriate for the needs of the audience.	2
Service Orientation	
Actively looking for ways to help people.	3
Complex Problem Solving	
Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.	4
Learning Strategies	
Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.	5
Reading Comprehension	
Understanding written sentences and paragraphs in work-related documents.	6
Critical Thinking	
Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.	7
Coordination	
Adjusting actions in relation to others' actions.	8
Speaking	
Talking to others to convey information effectively.	8
Monitoring	
Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.	10



Billing and Posting Clerks



Top 5 Required Knowledge

Administration and Management

Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

1

Customer and Personal Service

Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

2

Economics and Accounting

Economic and accounting principles and practices, the financial markets, banking, and the analysis and reporting of financial data.

3

Administrative

Administrative and office procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and workplace terminology.

4

Computers and Electronics

Circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

5

Education and Training

Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

5



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Top 10 Required Technology Skills

Spreadsheet software	
Microsoft Excel	1
Google Sheets	9
Word processing software	
Microsoft Word	2
Internet browser software	
Google	3
Accounting software	
Accounting software	4
Business intelligence and data analysis software	
Tableau	5
Customer relationship management CRM software	
Microsoft Dynamics	5
Enterprise resource planning ERP software	
Microsoft Dynamics	5
Object or component oriented development software	
Python	5
Database user interface and query software	
Microsoft Access	9
Operating system software	
Bash	9