Employment

Position Description

**Position:** Accounts Receivable Officer & Administration Assistant

**Award:** Lyndoch Living (Health and Allied Services, Managers and Administrative Officers) Enterprise Agreement 2016-2020

**Classification**: As per EBA

**Status:** As per Contract of Employment

**Qualifications:** Relevant experience working within an accounts payable, finance or administration role.

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| Position Objective(s) |

The key focus of this position is to perform the day to day activities for weekly and monthly accounts receivable processing and associated tasks in a timely and accurate manner, including banking, petty cash and corporate reception customer service.

The role also provides financial, administrative and clerical support to the Finance team and organization, including accounts payable functions.



By recognising each person for the individual they are, we will strive to provide them with the specific services, care and support they need to enjoy a lifestyle that is their own – dignified, engaging, fulfilling and rewarding.



To support a positive work environment and culture that we believe will best fit the future we are strategically planning for, “seven pillars” have been identified.

**One Team**

We value and recognise individuality as a vital part of developing a unified voice.

**Pride**

We support pride and passion in our work and in doing so, we attract others who share our values.

**Welcoming Workplace**

We encourage warm, friendly and respectful interactions across all aspects of our service.

**Safety**

We actively promote safety through the provision of innovative and high quality training, monitoring of risk and compliance with OHS regulations.

**Yes Culture**

We always start with ‘yes’ in every deliberation.

**Customer Service**

We ensure that customers feel engaged and valued in every interaction.

**Innovation**

We will enhance our services and exceed customers’ expectations, by embracing

innovation and fresh ideas.

**Social Purpose**

Through the social conscience of our staff and consumers we actively engage with causes that impact our local community.

**Fun and Enjoyment**

We recognise that fun and enjoyment are critical to success.

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| Key Responsibilities and Duties |

Accounts Receivable

* Provide professional corporate receptionist service and assist residents with finance queries as they present to the Finance Reception area .
* Maintain and reconciliation of Petty Cash and Residents’ Trust monies as outlined in policies, procedures and instrument of delegation.
* Reconcile Petty Cash & Trust Floats on regular basis (weekly), prepare cheques for reimbursement and collect petty cash from bank.
* Receipting and processing of resident, client, café and other income received, preparing deposits with weekly deposit to the bank.
* Raise of Non-resident debtor invoices in a timely manner- prepare and post general ledger journals as received.
* Monitor payments received for Non-Resident debtors and follow up any outstanding debtors as required.
* Attend to accounts receivable queries promptly and professionally, escalating any unknown issues appropriately.
* Assist the finance team with in any other routine tasks that may be required including but not limited to processing creditor invoices, filing, mail sorting and ad hoc administrative duties.

Accounts Payable – Assist with the accounts payable function, including:

* Ensure all transactions are processed as outlined in the Instrument of Delegation.
* Ensure all creditor invoices are coded, approved and entered into the financial system accurately and on time.
* Prepare and generate weekly, monthly, and ad hoc cheque/EFT payment runs in line with payment terms.
* Reconcile creditor invoices to statements and Creditor Ledger and liaise with suppliers where applicable.

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| Liaise closely with the Human Resources Department answering queries in relation to attendance and leaveOrganisational Relationships |

**Reports to:** Senior Financial Accountant

**Internal Contacts:** All Lyndoch staff, residents, clients, families

**External Contacts:** Members of the Public, Contractors, Suppliers

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| Specialist Knowledge and Skills |

The following knowledge and skills are required to be utilised:

* Understanding and some working experience within a finance or administration role
* Strong attention for detail skills with a focus on accuracy of work
* Proven administration, reconciliation and cash handling skills
* Ability to work within tight timeframes and meet deadlines is essential
* Have a sound knowledge of the Instrument of Delegation
* Have a sound knowledge of the cost centres and budget methodology

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| Interpersonal Skills |

The following interpersonal skills are required to be demonstrated:

* Excellent communication and interpersonal skills including proven ability to deal with a diverse range of people
* Ability to work well in a team environment, and to show initiative as appropriate

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| General |

* Conduct work in line with all relevant OH&S legislation and in accordance with organisational policies and procedures.
* Participate in quality activities within the work area to improve the efficiency of the Department.
* Participate in relevant training to ensure continued professional development for the betterment of the organisation.
* There is an expectation that the role will include direction to perform other duties that must be reasonable in relation to the employee’s skills and abilities.

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| Agreement |

I accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the General Terms and Conditions of Employment and I agreed to abide by terms and conditions stipulated therein.

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| Name (Please print) |
| Signature | Date |

Authorised by: Chief Financial Officer

Date: March 2020