

POSITION DESCRIPTION

POSITION TITLE:	Accounts Payable/Receivable Clerk
LOCATION:	Southport
REPORTING TO:	Finance Manager /Management Accountant
DEPARTMENT:	Corporate Services

PURPOSE STATEMENT

The primary purpose of this position is to provide transactional accounting assistance within the finance department, ensuring accuracy, integrity and timeliness of data.

OUR VISION

To improve social equity through having more people in jobs, more people learning new skills, and more communities exposed to positive change.

OUR MISSION

- To promote training, employment and workforce planning solutions to employed, under-employed and at risk members of our Communities, with particular emphasis on youth.
- To provide bridging assistance where government and community resources are lacking.
- To assist new and existing businesses to grow and prosper through effective workforce planning.
- To create and maintain partnerships with other providers, industry groups and governmental agencies

OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

REPORTING

This position reports to the Finance Manager / Management Accountant

PRIMARY DUTIES

- Ensure all aspects of the Creditor process from invoice receipt through to payment and statement reconciliation are completed to a high level of accuracy and timeliness;
- Ensure all aspects of the Debtor process (low volumes) from raising of invoices through to credit control of payments are completed to a high level of accuracy and timeliness;
- Ensure that all credit card acquittals are coded correctly and processed in the required timeframes and to provide training to required staff members regarding credit card processing.
- Complete all end of month General ledger entries, including all intercompany postings across all entities using the established processes as well as but not limited to Accruals, Prepayments, Fixed Assets and Depreciation within the required timeframe;
- Provide information and resolve enquires as requested by the management team and to provide information regarding account coded to staff across the organisation as required;
- Complete all bank account entries and reconciliations on time as requested by management
- Complete monthly Balance Sheet reconciliations, ensuring all control accounts are fully reconciled with any discrepancies fully investigated and rectified;
- Mentor and provide hands on training to any trainees that may be allocated to the Finance Department
- Provide updates as requested on the aged receivables and aged payables reports.
- Establish and maintain adequate communication on the status of all outstanding accounts and queries.
- Administration Duties and filing
- Deliver continuous business processing reviews to identify all possible streamlining opportunities that lead to efficiencies within the department;
- Coding and processing of accounts payable invoices;
- Reconciliation of supplier accounts to General Ledger;
- Collection process for outstanding debtors;
- Other duties as required by the Finance Manager/ Management Accountant.
- Commitment to act in a manner which promotes and protects the safety and wellbeing of children and young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure.
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

PERFORMANCE MEASURES

KNOWLEDGE, SKILLS & EXPERIENCE

- Previous experience in a similar role, including sound knowledge of accounts payable and receivables;
- Initiative and motivation to positively progress tasks;
- Must come with a "Can Do" attitude and positive work behaviour;
- Strong communication skills;
- Ability to work in a fast paced environment, whilst ensuring strong attention to detail and high levels of accuracy;
- Excellent organisational skills
- Ability to work independently and as part of a team
- Experience with Medium sized Business Accounting Software
- Demonstrated ability to meet timeframes;
- Confidence in and have a well-developed IT technical skills, especially MS Excel;
- Positive approach to a continual changing work environment;

QUALIFICATIONS

- Minimum 3 years' experience in similar role essential
- Business/Finance related qualification, preferred but not essential



- Intermediate MS Excel Skills

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. This position may include travel.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: _____ Date: _____