

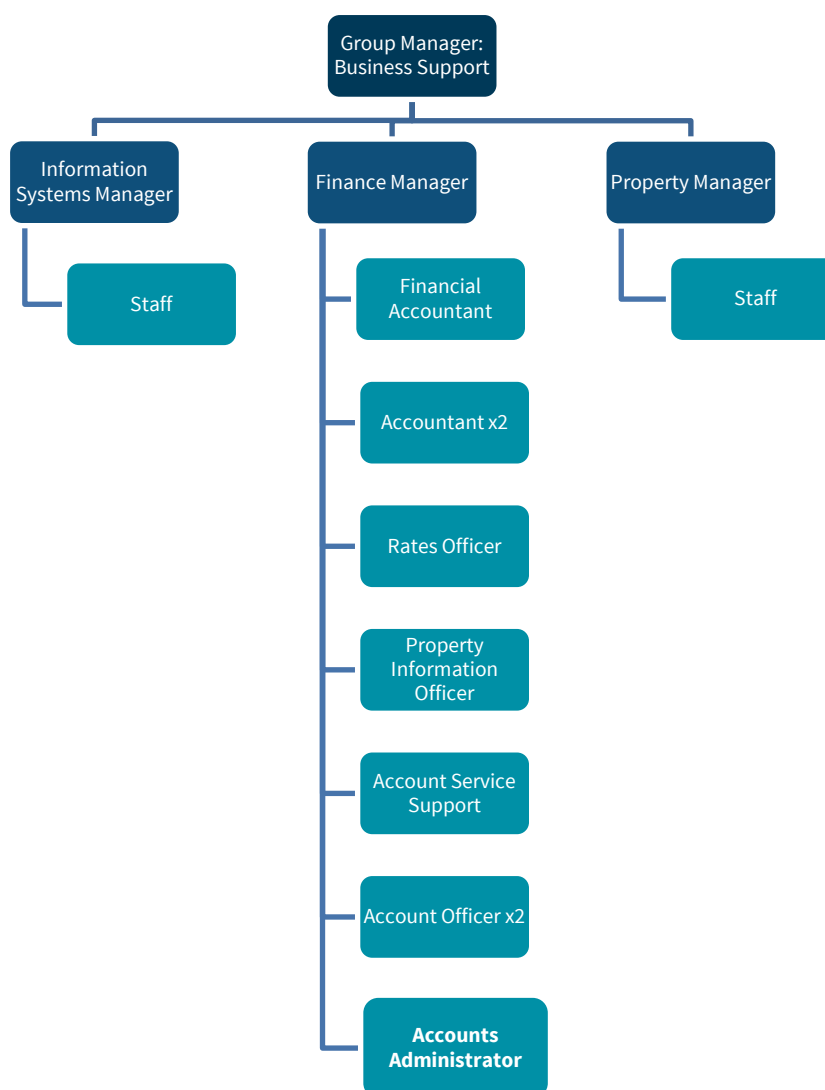
Position Description

Position Title:	Accounts Administrator
Reports To:	Finance Manager
Team:	Finance
Group:	Business Support
Employment Type:	Permanent, Full time
Date Modified:	April 2023

Purpose

Provide accounting services with a focus on accounts payable, account reconciliation, cash management, and job costing.

Group Structure



our Purpose

Supporting our communities to thrive by working together to provide services and places for people to connect, grow, live, work and play.

our Values

Our Values describe how we are going to achieve our purpose and vision, and they underpin how we work; they support how we make decisions, how we treat each other and our communities, and how we behave everyday. They guide us all and they apply to everyone in our organisation, no matter where we work or what we do.



- ✓ Build trust by communicating openly and acting with integrity
- ✓ Apply a customer lens to everything we do
- ✓ Make responsible decisions by balancing different needs
- ✓ Plan for our future and think sustainably
- ✓ Take responsibility and "own" our roles



- ✓ Know our stuff and encourage knowledge sharing and professional growth
- ✓ Learn from our successes and mistakes
- ✓ Aim to improve and innovate by questioning the status quo & bringing ideas to life
- ✓ Focus on solutions
- ✓ Follow through with our commitments



- ✓ Collaborate and tackle challenges together
- ✓ Work with and for our communities
- ✓ Think about how our work impacts others
- ✓ Acknowledge and celebrate our achievements
- ✓ Value and encourage social connections



- ✓ Encourage diverse ideas
- ✓ Keep an open mind
- ✓ Have empathy for and support one another
- ✓ Care for the wellbeing and safety of ourselves and others
- ✓ Seek to understand what is important to others

Key Accountabilities

Accounting Services

- Ensure invoices are accurately matched, coded, authorised, and entered into the financial system.
- Process outgoing payments in compliance with financial policies and procedures, within required timeframes.
- Support the council in enhancing its financial transactions and systems.
- Strengthen and grow relationships with vendors and suppliers through timely payments.
- Verify and investigate any discrepancies, by reconciling vendor accounts and monthly vendor statements, including credit cards accounts.
- Investigate and resolve any irregularities or enquiries.
- Assist when required to accurately enter and print sundry debtor invoices and statements ensuring correct monthly reconciliation.
- Assist when required to produce trial balances and statements for month end for all modules within the Technology One Property and Rating system.
- Accurately enter the bank statement into the Technology One Property and Rating system when required.
- Process within the Technology One Property and Rating system credit notes and customer refunds.
- Produce accurate financial reports as required.
- Enter timesheet details and job costing accurately into relevant systems within required timeframes.
- Set up and process Council's direct debits when required.
- Update, maintain and produce quarterly invoices within the Water Management system, when required.

Support

- Provide back up support to other Finance team members.

Corporate Contribution

- Contribute to and follow the organisation's governance, corporate plans, policies, projects, initiatives and strategies.
- Participate in performance development and assessment processes.
- Contribute to and follow health and safety policies and procedures, including accurate reporting.
- Ensure proper care and use of plant, vehicles and equipment.
- Assist in providing civil defence functions and / or maintain the provision of essential services in emergency management events.
- Undertake any other relevant duties, including attending out of hour's meetings as requested by your Manager or Group Manager.

Position Requirements

The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

Personal Qualities

Detail Focus

- Excellent time management skills and detail orientation
- Observes fine details and identifies gaps in information.
- Prefers to follow processes to complete tasks.
- Considers maintaining levels of accuracy of high importance.

Teamwork

- Cooperates, collaborates and shares information with others in pursuit of team goals.
- Shows consideration, concern and respect for others feelings and ideas while accommodating to their style of working.
- Encourages constructive resolution of conflict within a group.

Customer Focus

- Listens to customers and actively seeks to meet or exceed customer needs.
- Looks beyond the obvious to improve levels of service.
- Committed to delivering high quality outcomes for customers.

Knowledge and Skills

Computer Skills

- Able to use and develop skills in common software applications used for word processing, spread sheeting and email.
- Understands the fundamental principles of information management including the importance of saving conventions, securing sensitive documents etc.
- Ability to navigate and use Council's core software application ensuring accuracy and efficiency.

Organisational skills

- Sets clearly defined objectives and priorities to ensure goals and deadlines are met.
- Priorities activities and operates accordingly, reviewing and adjusting as required.
- Recognises actual and potential barriers and finds effective ways to deal with them.

Specialist Expertise

- 2 years account payable experience with basic accounts receivable knowledge
- Working knowledge of basic principles of finance, accounting, and bookkeeping
- Knowledge / experience in financial procedures.