



Accounts Payable/ Receivable Officer

Full time
Balcatta

Thank you for your interest in this position. A current position description and selection criteria follows.

If you require further information about the position, please contact **Guyline O'Donoghue** on 08 6169 1127.

For more information about Intelife visit our website at www.intelife.org

Please send your completed application including the application form, a covering letter stating your interest in working at Intelife, a statement of claims addressing the selection criteria and resume to jobs@intelife.org with the position title in the subject line.

Closing date for applications is:

Wednesday 7 February, 2018

Important: Please ensure you have read the application requirements before applying for a position at Intelife. Applications that do not meet the application requirements will not be considered.

Intelife Group thank you for your interest in our organisation, unfortunately due to the volume of applications received only shortlisted applicants will be contacted.



Position Description

Accounts Payable/Receivable Officer

Employment Status

Full time

Hours

38hrs per week plus reasonable additional hours.

Award and Classification

The Social, Community, Home Care and Disability Services Industry 2010 (Federal) Level 3 Pay Point 1 – 4.

Salary range is \$53,865.76 - \$57,758.48 + salary packaging + Superannuation.

Date of Issue

22/01/2018

Review

To be reviewed annually by Human Resources in consultation with Program Management

Job purpose

The Accounts Payable/Receivable Officer is responsible for assisting in the management and operations of the organisation's financial records and accounting system.

One focus. One culture. One community. One Intelife



Job Description Form

Job Title	Accounts Payable / Receivable Officer
Program	Corporate Services
Reporting To	Finance Manager
Award	Social, Community, Home Care and Disability Services Industry Award 2010

Position Statement

The Accounts Payable /Receivable Officer is responsible for assisting in the management and operations of the organisation's financial records and accounting system.

Responsibilities	Key Tasks / Accountabilities	Performance Measures
Banking	<ul style="list-style-type: none"> Process fortnightly banking as required 	<ul style="list-style-type: none"> Accuracy, completeness and timeliness Feedback from Finance Manager
Bank Reconciliation	<ul style="list-style-type: none"> Update all bank reconciliation information in the organisations accounting system Ensure all payments and receipts are duly processed Update all relevant paperwork for reconciliation purposes 	<ul style="list-style-type: none"> Timeliness of receipting (average working days from payment received to formal receipting, not to exceed 2 business days) Correct allocation of costs/revenue to various programs (cost centres) Feedback from Finance Manager
Maintain Fixed Asset Register	<ul style="list-style-type: none"> Maintenance of the fixed asset register including entry and/or disposal of fixed assets and processing of depreciation. Ensure all paperwork is properly attached and approved 	<ul style="list-style-type: none"> Accuracy and completeness of paperwork and data entries
Review of debtors, and follow up with	<ul style="list-style-type: none"> Follow up all outstanding debts exceeding 30 days 	<ul style="list-style-type: none"> Debtor > 30 days not to exceed 10%

customers on outstanding invoices		
Accounts receivable	<ul style="list-style-type: none"> • Input all Account receivable invoices (incl ADE, Lifeskills, NDIS, Transport and Adhoc invoices) in the organisations accounting system • Ensure all invoices are sent out in a timely manner • Ensure all payments from debtors are received in a timely manner • Ensure customer queries or complaints are responded to a timely and courteous manner • Ensure any issues are escalated to relevant manager 	<ul style="list-style-type: none"> • Accuracy, completeness and timeliness of assigned work • Feedback from internal and external customers
Accounts Payable & Purchasing	<ul style="list-style-type: none"> • Perform day-to-day management of all payment cycle activities to ensure that Intelife finances are maintained in an effective and accurate manner • Keep track, process and reconcile payments and expenditures, purchase orders, invoices, statements, cheques, refund requisitions etc., in compliance with financial policies and procedures • Ensure correct approval, sorting, coding and matching of invoices, receipts and purchase orders • Liaise with internal and external clients 	<ul style="list-style-type: none"> • Accuracy, completeness and timeliness of assigned work • Invoices are paid within terms • Positive feedback from Suppliers and Staff
Manage Financial Archives	<ul style="list-style-type: none"> • Ensure all financial records are properly recorded and archived 	<ul style="list-style-type: none"> • Completeness of assigned work

<p>Vehicle Fleet Costings</p>	<ul style="list-style-type: none"> • Process vehicle fleet leasing costs into the organisations accounting system 	<ul style="list-style-type: none"> • Accuracy, completeness and timeliness of assigned work
<p>Occupational Safety and Health</p>	<ul style="list-style-type: none"> • Comply with Occupational Safety & Health legislation and the OSH policies of Intelife • Comply with the relevant legislation and Intelife procedure. 	<ul style="list-style-type: none"> • Work within the boundaries of Intelife’s OSH principles and practices • Meet legal requirements • Dress code adhered to • Use of correct PPE • Incident reports
<p>Quality Assurance and Risk</p>	<ul style="list-style-type: none"> • Identify and manage risk • Complete risk assessments and safety documents. 	<ul style="list-style-type: none"> • No non-conformance within audits • Positive customer feedback • No loss of current contracts • Known risks are assessed and mitigated • Incident reports
<p>Organisational</p>	<ul style="list-style-type: none"> • Demonstrate commitment to and understanding of Intelife’s Vision, Mission and Values; and comply with Intelife Policies and Procedures • Provide timely feedback on any issues or concerns raised by customers or staff. • Foster positive and professional relationships both within Corporate Services and across the Organisation • Professionally represent Intelife to the highest level whilst in the community • Complete training and development as required. 	<ul style="list-style-type: none"> • Feedback in staff survey and from peers during annual appraisals • Feedback received from stakeholders • Mandatory training completed within specified timeframe • Professionally and positively represent Intelife in the community. • Professional development completed.
<p>Other</p>	<ul style="list-style-type: none"> • Other duties as directed by the Finance Manager 	<ul style="list-style-type: none"> • Tasks and duties completed accurately and within set timeframes as requested.



Selection Criteria

Essential

- Minimum 2 years' experience in an accounting role including Accounts Receivable, Accounts Payable and Bank Reconciliations.
- Intermediate skills in Excel and Word
- Experience managing shared email folder, ideally in Outlook
- Demonstrated experience in the use of computerised accounting systems
- Attention to detail
- Highly developed written and verbal communication skills
- Ability to meet deadlines and prioritise workload to achieve objectives.
- Excellent interpersonal skills and a demonstrated ability to work as part of a team
- Current WA Drivers Licence.
- Satisfactory Police Clearance.
- Completion of a VEVO check.
- Willingness to undergo further personal background checks as required by contracts.
- Willingness to undertake pre-employment medical and drug & alcohol assessment.
- Provide two current professional references.
- Demonstration of strong commitment to Intelife Vision, Mission and Values

Desirable

- Knowledge of and experience working in the Disability sector or a not-for-profit organisation
- Accounting or Bookkeeping qualifications
- Greentree accounting system experience

Employee

Signed: _____

Name: _____

Date: _____