



Position Description

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| Position Title | Finance Officer – Accounts Receivable |
| Directorate | Corporate and Customer Services |
| Level | 4/5 |
| Reports to | Finance Coordinator |
| Responsible for | NIL |
| Primary Location | Margaret River Civic Centre |
| Delegation | Refer Delegation Matrix |
| Position No. & date | August 2024 |

Position Overview

To assist in all aspects of financial obligations for the organisation in accordance with the requirements of the *Local Government Act 1995*, Local Government (Financial Management) Regulations 1996, Australian Accounting Standards, ATO legislation and regulations and other mandatory reporting requirements within Australia. To support the Finance Coordinator with the administration and control of the Shire's rates and accounts receivable responsibilities.

Primary functions of the position are to:

- Perform all Accounts Receivable functions;
- Prepare General Ledger reconciliations;
- Assist with the collection of amounts owed to the Shire;
- Prepare statutory returns and statistical data when required, to meet Government and Council requirements; and
- Assist other members of the Finance team as directed by the Finance Coordinator.

Position Responsibilities

Key Functions and Duties

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| Accounts Receivable - Debtors | Accurate and timely processing of request for invoices <ul style="list-style-type: none">• Ensure correct coding of invoices.• Ensure correct treatment of GST.• Ensure correct amounts are invoiced where the Shire's fees and charges register is used.• Ensure processing of all monthly reimbursements in line with lease agreements and current meter readings. | 50% |
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| | <p>Debtor Maintenance</p> <ul style="list-style-type: none"> • Create debtors in sub-system accordance with procedures. • Update details in sub-system ensuring that sufficient support is supplied. • Manage debtor database and ensure that data maintains its integrity. <p>Overdue Payment collection</p> <ul style="list-style-type: none"> • Ensure all overdue debts are followed up and instigate debt collection as per Shire policy and procedures. <p>Customer Enquiries</p> <ul style="list-style-type: none"> • Respond to debtor enquiries from external and internal customers in a professional, accurate and timely manner. <p>Procedures</p> <ul style="list-style-type: none"> • Maintain Accounts Receivable Procedures Manual. • Ensure internal stakeholders are aware of correct procedures. • Attend to queries from all stakeholders. | |
| Financial Management | <ul style="list-style-type: none"> • Prepare reconciliations and clear reconciling items no later than the following month. | 10% |
| Records | <ul style="list-style-type: none"> • Ensure accurate and timely filing of all source documents. • Ensure all requests for information comply with FOI requirements and Shire policies. | 10% |
| Revenue | <ul style="list-style-type: none"> • Administer the correct allocation of Shire revenue in line with the Annual Fees and Charges and budget as adopted by Council. • Assist with the administration and collection of rates and service charges team. • Assist other Finance Officers when required. | 30% |
| <p>General</p> <ul style="list-style-type: none"> • Work in accordance with the Shire's defined Equal Opportunity and Anti-discrimination legislation, procedures and principles; • Work in accordance with the Shire's defined Workplace Health and Safety Policy, procedures and principles and applicable legislation; • Adhere to the Shire's Code of Conduct, policies and management practices as | | |



- amended from time to time;
- Contribute to the attainment and development of strategic plan outcomes, strategies and actions; and
- Ensure all duties as directed by the Chief Executive Officer are fully undertaken.

Extent of Authority

Under the limited direction of the Chief Executive Officer and as delegated from time-to-time, the incumbent has authority to act within predetermined guidelines, policies, procedures, predetermined budgetary limits and expenditure and in accordance with the statutory provisions of the Local Government Act 1995 and other relevant legislation.

Delegated authority in accordance with the following: sign purchase orders or other documents as per the "Authorisation to Sign Documents Register".

Position Requirements

Essential

- Proven experience in an accounts receivable discipline or similar finance role.
- High level of IT competency (Word, Excel & Outlook) data entry, reporting, financial applications and spreadsheets.
- High level of administration and organisation skills.
- Proven ability to achieve high standard output (attention to detail, speed and accuracy).
- Proven ability to resolve problems with limited assistance and promote continuous improvement.
- Proven ability to maintain a high level of confidentiality.
- High level of verbal and written communication skills.
- Working knowledge of Goods and Services Tax.
- Demonstrated experience in reconciliation of subsidiary systems to general ledger accounts.
- Excellent interpersonal skills and ability to contribute and interrelate effectively within a team.

Desirable

- Experience with local government financial software applications.
- Experience in a Local Government role including working knowledge of the Local Government Act 1995 and other relevant legislative requirements.
- Certificate III in Finance or equivalent qualification.

Key Relationships

| Internal | External |
|-----------|-----------|
| Directors | Residents |



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| Managers Shire Officers | Community Organisations and customers of Shire services Public Authorities/Utilities Statutory bodies Funding bodies Government Agencies and other local governments |
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The Way We Do Things

Respect



Integrity



Community



Excellence



Acknowledgement

| | | |
|-------------------------|------------|-------|
| Reporting Officer Name: | Signature: | Date: |
| Name: | Signature: | Date: |