

## Position Vacant

### Accounts Receivable Officer

Position will remain open until filled

### How to Apply

#### 1. Covering Letter

Provide a covering letter outlining your experience and reason for wanting to apply for this position

#### 2. Selection Criteria

Address the essential selection criteria listed in the position description

#### 3. Resume

Provide a resume, which includes

- Education and Qualifications
- Professional Development (any other courses you have completed or are currently enrolled in)
- Computer skills and software packages you are familiar with
- Employment History (Position, School/Organisation, Dates)
- Copy of Blue Card
- Name and contact details of two referees

#### 4. Submit Application by

Applications can be e-mailed to [employment@napranum.qld.gov.au](mailto:employment@napranum.qld.gov.au) or delivered in person to the Napranum Council reception 320 Wa-Tyne St Napranum.

**Please note** applications that are submitted **without** a cover letter or information addressing the selection criteria **will not be** assessed.

# Position Description

Title:	Accounts Receivable Officer	Classification Level	Level 4 – Level 6
Department	Finance Division	Award	Queensland Local Government Industry (Stream A) Award – State 2017
Reports To:	Office Manager	Location	Napranum
Nature of Employment	Full Time		

## PRIMARY POSITION OBJECTIVE/S

1. To ensure that all Council invoices are raised promptly and appropriately.
2. Ensuring that QBuild transactions comply with requirements prior to invoicing.
3. To conduct regular follow up of outstanding debtors and undertake related functions as required, in compliance with financial policies and procedures.

## NASC VALUES

Our Values are the principles and beliefs that define who we are as a Council. They provide purpose and direction and help to guide the decisions we make every day to support the implementation of our Corporate Plan in the best interests of the Napranum community.

<b>Local Participation</b>	The diversity of our community is one of our strengths. We are committed to creating and supporting opportunities for local people.
<b>Mutual Respect and Trust</b>	Building and maintaining positive relationships that are based on mutual respect and trust.
<b>Professionalism</b>	We are acting within the limits of our authority and maintain a high standard of ethics and integrity.
<b>Pride</b>	We are demonstrating our pride by connecting with the community and celebrating our successes.
<b>Listening to Our community</b>	Taking time to listen to the people of Napranum to ensure we are working on delivering the programs and services that will make a real difference to people's lives.
<b>Accountability</b>	We are taking ownership for the decisions and actions that impact our community.
<b>Innovation and Continuous Improvement</b>	We show leadership and encourage new initiatives and a culture of continuous improvement

## JOB RESPONSIBILITIES

- Raising invoices promptly for internal and external Council activities, with a particular emphasis on maintenance and construction works for QBuild.
- Detailed checking and investigation of staff times, stores issues and contractor invoices to ensure that debtor invoices are raised appropriately and in accordance with internal and external work orders.
- Regular follow up of outstanding debtors with regular reporting to the Finance Manager.
- Initiate and monitor legal recovery action where required.
- Preparation of debtors' reconciliations monthly.
- Printing and filing of all reports and other supporting documentation associated with the above procedures.
- Bank reconciliation of Council's Works Account.
- Allocation of receipts from bank statement into Altus receivable module
- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the Work Health Safety Act 2011 or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Undertake all other relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## PERFORMANCE CRITERIA

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines. Performance indicators shall be those as agreed with the Director of Community, Cultural and Economic Development.
- Work shall be performed in accordance with industry-accepted standards, quality standards and in accordance with the current Work Health and Safety Act 2011 and other legislative requirements and standards appropriate at the time and including Council's policies and procedures.
- Allocated tasks shall be completed within agreed timeframes.
- Follow Council employment and working arrangements, agreements, and rulings on attendance at work and leave. This includes not being absent without approval and accurately and truthfully recording work and leave periods. Employees have an obligation to promptly notify Council as soon as practicable upon becoming aware that they are going to be absent from work.
- Active participation in supervision discussions, performance reviews professional development activities, staff meetings and training as required or directed.
- Demonstration of a spirit of co-operation towards other employees and the achievement of Council's aims and objectives.

## CORPORATE RESPONSIBILITIES

- Adhere to, and enforce on any other Council staff or visitors, when necessary, all other obligations under the *Work Health Safety Act 2011* or as amended or replaced.
- Maintain a high level of confidentiality at all times.
- Represent the Council in a positive and responsible manner at all times.
- Comply with all Council policies and Code of Conduct.
- Maintain effective Communication.
- Undertake all relevant duties as directed from time to time, consistent with skills, competence, and training.
- The key responsibilities may be modified from time to time to ensure that outcomes are aligned with Council's Operational and Corporate Plans.

## SELECTION CRITERIA

### Skills and Qualifications

#### *Essential*

- Well-founded experience and a solid understanding of financial computer programs and the ability to apply computing concepts with a particular emphasis on Excel skills.
- Competent keyboard and numeracy skills.
- Sound written and oral communication skills.
- Ability to acquire a thorough knowledge of Council procedures and policies relating to council's financial obligations and responsibilities.
- Thorough knowledge of work activities relating to Accounts Receivable processes.
- Working knowledge of procedural, operational, and statutory requirements relevant to the Accounts Receivable activities.
- Sound time management and workload prioritisation skills.

#### *Desirable*

- Competence with the Debtors module within IT vision Altus Financial System Certificate II or III in Office Administration.
- Previous work experience as a member of a team in an administrative office environment.
- A current Class C Drivers Licence.

### Knowledge and Experience

- Experience in the dealing with Government agencies, work orders and maintenance requests.
- Previous experience dealing with and understanding the needs of a culturally diverse range of customers and delivering services that meet their needs.
- Demonstrated ability to work unsupervised and capacity to schedule and prioritise daily work.
- Previous experience in customer service and capability of responding to and satisfying queries and requests from clients.

**NAPRANUM ABORIGINAL SHIRE COUNCIL  
POSITION DESCRIPTION – ACCOUNTS RECEIVABLE OFFICER**



- Able to demonstrate a basic knowledge of WHS principles.

**EXTENT OF AUTHORITY**

The incumbent is expected to exercise initiative, sound judgement and situational sensitivity at all times. Decisions and actions are to be consistent with (and within the scope of) the achievement of the position's objectives.

They must also reflect Council's strong commitment to outstanding client service.