

JOB DESCRIPTION AND STATEMENT OF DUTIES

JOB TITLE:	Accounting Officer
TEAM:	Corporate Services
LINE MANAGER:	Accounts Coordinator
KEY RELATIONSHIPS:	The Accounting Officer will maintain primary relationships with the CEO, Business and Finance Manager, Accounts Manager, Accounts Coordinator, Managers, KARI staff and financial consultants.
TERMS AND CONDITIONS:	Full-Time as per contract, guided by the Social, Community, Home Care and Disability Services Industry Award 2010.
BASE SALARY:	\$67,500 (Level 1)
PACKAGE BENEFITS:	Superannuation as per Superannuation Guarantee Charge (currently 9.5%). Option for salary sacrifice paid to any employee debt or bill.

1. JOB PURPOSE

The Accounting Officer is responsible for managing the KARI accounts according to KARI policies and procedures and assisting the CEO, Business and Finance Manager, Accounts Manager, Accounts Coordinator, Managers and staff in all matters pertaining to the financial management of the organisation.

2. DUTIES AND RESPONSIBILITIES

- Process and coordinate all aspects of accounts payable and accounts receivable.
- Process and coordinate all aspects of payroll, including superannuation.
- Process and coordinate all aspects of bank reconciliations including credit cards.
- Process and maintain petty cash.
- Manage and maintain confidential files and systems, including archiving as required.
- Preparation of GST and Business Activity Statements, including checking GST transactions, reconciling control accounts and lodgement of returns.
- Preparation of end of month journals and reconciliations as required by the Accounts Coordinator.
- Prepare monthly, annual and periodic financial performance and statutory reports as required for review by the Accounts Coordinator.
- Prepare financial and ad-hoc reports as required.

- Liaise with financial consultants as requested by the CEO, Business and Finance Manager, Accounts Manager or Accounts Coordinator.
- Prepare accounts for audit and work papers for the auditor.
- Provide the Accounts Coordinator, Accounts Manager and Business and Finance Manager with administrative support as required.
- Attend monthly supervision meetings with the Line Manager and complete the tasks identified at these meetings.
- Identify personal learning needs and give feedback on the service including the identification of gaps and areas for improvement.
- Attend any KARI meetings as requested by the Line Manager.
- Undertake and participate in regular evaluations of the service and take part in annual appraisals of staff performance and team planning days.
- Undertake specific tasks allocated by the Line Manager relating to the promotion of the service and the enhancement of the partnership between the team and key stakeholders.
- Contribute to the development and maintenance of a positive, supportive and collaborative team environment including the ongoing learning of all team members through the sharing of ideas and feedback from training.
- Other duties as directed.

3. ELIGIBILITY REQUIREMENTS

- Possession of a current NSW Driver's License – minimum P2.
- Demonstrated payroll experience.
- Experience using MYOB and/or Technology One and advanced Excel skills.
- Willingness to undertake a Working with Children Check and National Police Check.

4. SELECTION CRITERIA

- Previous history of working in this field.
- Relevant tertiary qualification or currently studying.
- Demonstrated experience in financial management (accounts, preparation of budgets, financial statements and reports).
- Demonstrated payroll experience.
- Demonstrated good computer skills including intermediate to advanced skills in Microsoft Office, particularly Excel.
- Demonstrated experience in the use of MYOB and/or Technology One accounting and payroll software.
- Good time management skills.
- Good communication skills.
- Ability to take initiative and solve problems.

- Ability to work within a team and independently.
- Knowledge of and experience with company statutory requirements.