



POSITION DESCRIPTION

STARTTS is committed to Equal Employment Opportunity (EEO) and anti-discrimination policies.

POSITION NUMBER: 1108

Date reviewed/created: July 2020

POSITION TITLE: Accounts Payable/Receivable Officer

TEAM: Finance

LOCATION: Carramar

AGREEMENT: "NSW (Non-Declared) Affiliated Health Organisations' Health Employees Agreement".

CLASSIFICATION: Administrative Officer Level 5

A generous salary packaging scheme is also offered.

PERIOD OF APPRAISAL: Performance will be assessed within 6 months of commencement and a 6 month probationary/qualifying period will also apply.

Background to STARTTS

STARTTS is a state-wide service funded by the NSW Department of Health and Commonwealth Department of Health to provide high quality assessment, treatment and rehabilitation services to people living in NSW who have experienced organised violence or trauma associated with the refugee experience. STARTTS is an Affiliated Health Organisation (AHO), a Non-Government Organisation whose services are deemed to be part of the NSW public health system.

STARTTS' service provision philosophy is predicated on a bio-psycho-social framework that incorporates a large range of clinical and psycho-social interventions informed by the latest advances in neuroscience and evidence based practice in relevant fields. As such, STARTTS provides a broad range of services including assessment; counselling for all age groups; psychiatric assessment and interventions; family therapy; group interventions; body-focused interventions such as massage, physiotherapy, acupuncture and pain management groups; support groups; programs for children and youth; and various strategies to increase the capacity of support networks and refugee communities to sustain their members.

The focus of the STARTTS' approach is on building capacity and empowering people and communities to take control over their own lives, using a strengths-based approach and building on individual, family, community and cultural strengths.

Background to the Program Area of the position

Reporting to the CFO, your role will be to process and pay creditor accounts and raise invoices to external stakeholders in an accurate and timely manner. In addition the Accounts Payable/Receivable Officer is required to respond to creditor/debtor enquiries and provide creditor/debtor ledger reports ensuring all payments are processed to allow the finance team to meet all reporting requirements on a monthly basis.

The Accounts Payable/Receivable Officer is required to:

1. Work within a team or autonomously;
 2. Have a high level of accuracy;
 3. Consistently work under pressure; and
 4. Meet all financial deadlines set for this role.
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ORGANISATIONAL RELATIONSHIPS:

1. Responsible to: Chief Finance Officer (CFO)

2. Responsible for: Nil

SELECTION CRITERIA:

Essential Criteria:

1. Possess well developed communication skills and the ability to bring a creative approach to problem solving and conflict resolution.
2. Minimum of 2 years' experience in AP/AR and general accounting functions including cash management.
3. Minimum of 2 years' experience in processing credit card transactions.
4. Minimum of 2 years' experience in providing payroll support.
5. Demonstrated ability to problem solve, attention to detail, administrative and organisational skills.
6. Demonstrated skills and experience in CypherIQ, MYOB and Excel.
7. Ability to accurately meet deadlines, with minimal supervision.
8. Liaise with CFO, Finance team and relevant stakeholders on matters relating to AP/AR and credit card controls (task/duty).

*This position is not considered child-related employment and will require a National Criminal Record Check.

BRIEF DESCRIPTION OF ROLE

This role works within the Finance team and is responsible for all aspects of Accounts Payable, Accounts Receivable, Cash Management and have extensive knowledge of Accounts Payable and Receivable processes and systems.

PRIMARY OBJECTIVES:

1. To contribute to the high standards of AP/AR and Credit Control management.
2. In association with the CFO and Finance Team identify areas of improvement for greater efficiency and effectiveness of finance systems and processes.
3. To ensure all accounts payable information is accurately and promptly processed to ensure accurate and complete financial information is recorded in the general ledger.
4. To provide timely and accurate Creditors and Debtors reports.
5. Manage Petty Cash fund and cash advances
6. To provide reports and relevant AP/AR and credit card information to CFO and Accountant in line with monthly reporting timelines.
7. Ensure processes designed documented, regularly reviewed and communicated to prevent duplicate payment of invoices.
8. Ensure processes designed documented, regularly reviewed and communicated to facilitate ad hoc emergency payments to staff and suppliers.
9. Ensure staff reimbursements are accurately processed on a weekly basis within agreed timelines.

PRIMARY DUTIES:

1. Accounts Payable/Receivable

- 1.1. Prompt and accurate data entry into the general ledger.
- 1.2. Ensure all monies expended by STARTTS are duly accounted for in accordance with standard accounting practice and STARTTS policies & procedures.

- 1.3. Ensure all AP/AR enquiries (internal and external) are completely answered within 5 working days.
- 1.4. Liaise with Cost Centre & Delegation Managers with regards to AP/AR and credit card matters.
- 1.5. Ensure appropriate authorisation of invoices obtained in accordance with Delegation Manual prior to release of payments.
- 1.6. In conjunction with Accountant provide CFO with weekly update of cash requirements prior to requesting payment of invoices.
- 1.7. Obtain CFO approval for all items to be included in weekly payment run.
- 1.8. Liaise with CFO, Finance team and relevant stakeholders on matters relating to AP/AR and credit card controls.

2. Accounts Payable/Accounts Receivable Online Systems:

Administrator of CypherIQ processing system.

- 2.1. Work with CFO on enhancements and requirements of AP/AR systems.
- 2.2. In conjunction with CFO, ongoing training of STARTTS staff in use of CypherIQ system.

3. Cash and Credit Card Management

- 3.1. Maintain petty cash register and float to ensure adequate funds are available.
- 3.2. Reconcile credit card accounts monthly to capture all expenses accurately

4. Reporting

- 4.1. Provide timely and accurate Creditors and Debtors reports as requested by CFO.

5. General Duties

- 5.1. Maintain timely, efficient and effective communication with all staff.
- 5.2. In association with the CFO and Finance Team identify areas of improvement for greater efficiency and effectiveness of finance systems and processes.
- 5.3. Ensure processes designed, documented, regularly reviewed and communicated to all relevant staff to prevent duplicate payment of invoices.
- 5.4. Ensure processes designed, documented, regularly reviewed and communicated to all relevant staff to facilitate ad hoc emergency payments to staff and suppliers.
- 5.5. Ensure staff reimbursements are accurately processed on a weekly basis within agreed timelines.
- 5.6. Make decisions related to own work area in the absence of CFO and Accountant with delegation to assist with AP/AR.
- 5.7. Formulate accounts payable/receivable (AP/AR) processes instructions and procedures that reflect current and future organisational requirements.
- 5.8. Continue to introduce functionality of accounts payable/receivable systems being used.
- 5.9. Train STARTTS in use of accounts payable/receivable software.
- 5.10. Exercise advanced skills and knowledge in respect of payables/receivable functions.
- 5.11. Ensure accuracy of invoices being raised and paid by checking requests processed through the AP/AR software system.
- 5.12. Ensure all AP/AR enquiries (internal and external) are completely answered within 5 working days.

6. Personal

- 6.1. Participate in STARTTS Performance Management program
- 6.2. Be an active participant in team meetings to maximise contribution to the work of the team
- 6.3. Participate in STARTTS staff meetings and other relevant meetings
- 6.4. Work to ensure professional and co-operative working relationships within own team and with other departments across STARTTS.
- 6.5. Participate in identifying quality improvement initiatives/strategies.

6.6. Attend and participate in all training opportunities identified for the role.

6.7. Liaise with and seek senior advice as required.

7. As a STARTTS employee you are expected to:

- Have commitment to Human Rights, EEO, WHS and Safe Work Practices.
- Carry out the role and responsibilities in a manner that is consistent with delegations, policies, procedures and operations systems of STARTTS and in line with STARTTS Code of Conduct.
- Maintain confidentiality and exercise discretion in relation to all STARTTS matters.
- Actively seek to improve skills and knowledge that will benefit the organisation.
- Project a professional image at all times and in all situations.
- Undertake any other duties that may be required within the area of work.

Equal Employment Opportunity and Staff Relationships:

- STARTTS is an Equal Employment Opportunity (EEO) employer and encompasses its philosophy and practice.
- STARTTS rejects racism and sexism in all its forms and is committed to the elimination of racial and gender discrimination including direct and indirect racism and sexism, racial vilification, and harassment.

STARTTS Workplace Policies

You must observe and comply with the provisions set out in any and all written policy, practice or procedure of STARTTS. A breach of STARTTS' policies, practices and procedures may result in disciplinary action up to and including termination of your employment.

Work Health & Safety responsibilities:

- Comply with STARTTS WHS policies and procedures.
- Work with due care and consideration to safeguard your own health and safety and the health and safety of others, and to report to your Supervisor any potential hazards, mishaps, incidents or injuries that may occur or become aware of during the course of work.

Risk management responsibilities: All staff have a responsibility to identify any risks (ie the chance of something happening that will have an impact on the objectives of the organisation) in the course of their work and to inform their supervisor, as per the *STARTTS Risk Management Policy and Program*.

Smoke-free Workplace

STARTTS is completely smoke-free. This means that smoking is not allowed in any STARTTS' buildings, vehicles or grounds, there are no designated smoking areas. As an employee you are required to comply with the 'Non-smoking' Policy.

I have read the **Accounts Payable/Receivable Officer** Position Description, understand its contents and agree to work in accordance with the requirements of the position. I understand and accept that I must also comply with STARTTS' policies and procedures and can be required to work in any location under the jurisdiction of STARTTS.

I also agree to strictly observe STARTTS' policy on confidentiality of client information or such other sensitive or confidential information that I may come across in the course of my employment.

Employee Name: _____
Please print

Employee Signature: _____ **Date:** _____

CHIEF EXECUTIVE OFFICER: Jorge Aroche

Signature: _____ **Date:** _____