

Position Classification: Operational/Technical/Experienced.

Responsible for: Implementation of the companies credit policies and accounts receivable procedures as well as Accurate recording of payments to debtors accounts. Processing rebates and credit notes, Reconciling payments and Bank Reconciliation

Leadership/Business influence: Providing technical leadership, mentoring and supervising others.

Reports to: Accounts Receivable Team Leader

Supervises: N/A

Main Functions and Activities/Accountabilities

Posting payments to & reconciling customer accounts

- Process payments from bank statements and cheques received as well as cellar door banking and EFT/AMEX (Bilbul, Hunter & Yarra), telephone banking and Credit Cards
- Reconcile payments and processing claims ensured cleared in a timely manner.
- Online Sales - apply payments

Measures - Payments posted to appropriate accounts, all payments reconciled, Payments applied.

Relief Administration Duties

- Relief for switchboard and mail collection
- Other duties as required including filing

Measures - Adequate staffing of reception, All documentation filed.

Communication with Branches

- Communicating with branch staff re remits and customer accounts
- Prompt resolution of branch queries

Measures - Branch staff kept informed, Follow up on queries raised by branch staff.

EOM Procedures

- Help AR Team Leader with EOM procedures until the process is accurately completed on the day

Measures - EOM Procedures completed.

Bank Statement

- Download ANZ
- Download CBA
- Allocate items
- Reconcile splits to statement

Measures - Items allocated to correct splits, Statements complete.

Reconciliations

- Reconcile Bank Statements – AR to GL
- Reconcile AR to GL – Day ,Month to Date, Year to Date

Measures - Reconciliation is completed.

Relief Accounts Receivable Officer - Major Accounts

- Process Major Account Remittances when required
- Ensure all rebates (discounts) are legitimate and processed.

Measures - Major Account Remittance posted in a timely manner, Rebates (Discounts) checked and posted.

Relief Accounts Officer Rebates

- Prepare and process rebates for major accounts
- Prepare Branch rebates and pass to AP then process Debit Memos to clear
- Export Offshore memos
- EOM Reporting

Measures - Accounts Officer – Rebates role adequately covered.

Project Work

- Undertake AR projects

Measures - Projects completed in agreed timeframe

WH&S

- Comply with all OH&S policies and procedures.
- Wear Personal Protective Equipment as specified.
- Report all accidents, near misses and unsafe work practices/hazards to your supervisor.
- Work in a manner which is conducive to OH&S.

Measures - Compliance with company policies and procedures, Incidents reported in accordance with company procedure.

Internal contacts - Regular Interaction with all departments and branches

External contacts - N/A

Essential Capabilities and Experience

- Willingness to undertake on the Job Training
- Well developed communication skills
- Willingness to work in a team environment

Desirable Capabilities and Experience

- Keyboard skills
- Basic computer knowledge

Incumbent Name: _____

Signature: _____

Date: _____

Managers Name: _____

Signature: _____

Date: _____