



JOB PROFILE

Position Title:	Accounts Officer
Engagement Type:	Contract, 1 year
Salary:	\$56,932 per annum plus 15.4% superannuation
Department / Unit:	Corporate Services / Finance
Location:	Sydney
Immediate Manager:	Finance Manager

Position summary: The Accounts Officer will carry out the day-to-day processing of Accounts Payable and Receivable using the financial management information system, including maintenance of accounts and associated records.

Core Accountabilities

The key responsibilities of the position will include:

- Processing payments including the associated data entry.
 - Processing staff reimbursements.
 - Accounts receivable processing including the generation of invoices and receipting.
 - Liaison with internal and external customers regarding transactions and account information.
 - Maintenance of the accounts payable and receivable charts.
 - Registration of applications and contracts in a database.
 - Processing project commitments including maintenance of the chart of accounts with regard to projects.
 - Processing of corporate credit card acquittals.
 - Assisting the Financial Accountant with the monthly balance sheet and other key account reconciliations.
 - Performing other duties as requested
-

Selection Criteria

Qualifications and Experience

- Sound working knowledge and experience of accounts payable processing, including supplier account reconciliations and GST requirements.
- Proven ability in the use of accounting information systems and Microsoft Word and Excel.
- Proven ability to organise work, meet deadlines and show initiative.
- Demonstrated ability to follow standard administrative practices and guidelines.
- Demonstrated integrity, honesty and ability to maintain confidentiality.
- Demonstrated positive attitude and a motivation to continue to provide excellent service to internal and external customers.
- Well developed and demonstrated interpersonal skills.
- Sound numeracy skills.
- Well-developed communication skills and ability to work as part of a team.

Desirable

- Technology One experience.
-

Behaviours

- Open communicator, shares thoughts and opinions with others
- Driven to achieve results
- Focuses on the achievement of team goals
- Establishes and maintains effective relationships with internal and external customers, and gains their trust and respect
- Creative approach to problems and can 'think outside the square'
- Seeks feedback, takes it on board and modifies approach
- Continually seeks to improve self and Screen Australia
- Works collaboratively across the agency to achieve common goals