



## Accounts Officer , Accounts Administrator , Finance Officer

Hays • Newcastle Area NSW



Base pay

\$60,000 - \$75,000



Work type

Permanent



Contract type

*Not provided*

### Job details



Date posted

**11 Feb 2022**



Expiring date

**11 Feb 2023**



Category

**Accounting**



Occupation

**Accounts Clerk/Officer**



Base pay

**\$60,000 - \$75,000**



Work type

**Permanent**



Job mode

**Standard/Business Hours**

### Full job description

Provide timely and accurate processing of all accounts receivables within the first instance. You will also be assisting in other functions of the department including accounts payable, purchasing and payroll, accruals, reversals and journals, end of month reporting and provide relief support and supervision of other roles.

- Accounts Payable
- Accounts Receivable
- Payroll

#### Accounts Receivable

- Provide financial, clerical and administrative services to ensure efficient, timely and accurate payment of accounts receivable. Main responsibilities will include:
  - o Raise debtor invoices
  - o Issue credit notes
  - o Reconciliation of debtor accounts
  - o Monitor and follow up debtors regarding overdue payments and other account queries
  - o Produce monthly accounts receivable and report on any actions taking
- Answer all debtors inquiries for requests for copies of invoices, statements and delivery dockets and resolve any queries
- Complete bank reconciliation on a daily basis
- Raise monthly invoices for freight charges for other centers
- Process new credit account applications and notify applicants of outcome
- Completion of all debtor's information required by the Financial Controller and Head Office

- Other accounts receivable tasks as necessary.

#### Accounts Payable

- Processing of creditor's invoices
- Raising of payments ensuring proper authorisations – via cheque and electronic funds transfer
- Monthly reconciliation of suppliers or raw materials
- Monthly reconciliations of inter company settlements
- Processing of corporate credit card transactions ensuring compliance with business expectations
- Manage and reconcile petty cash
- Communicate with creditors regarding outstanding accounts and payment of

#### Payroll Function

- End to end processing of specified company payrolls
- Maintenance of payroll
- Updating and maintaining payroll records
- Liaising with staff and management on payroll related queries
- Maintaining leave, sickness and overtime reports
- Interpreting awards/agreements and contracts in relation to overtime and shift allowances etc.
- Payroll reporting to meet internal and statutory obligations
- Payroll administration
- Calculation and processing of termination payments
- Processing increases and calculation of back pays
- Assisting the Financial Controller with month end consolidation
- Assisting the Financial Controller with reconciliation and payment of payroll and group tax
- Reconciling payroll related GL accounts
- Calculating annual leave and LSL provisions/accruals
- Maintain documentation and filing
- Provide relief support for Payroll Officer as required

If you are a strong communicator with exceptional accounts and payroll ability please reach out immediately. Send an up-to-date Word Document to [Roxann.Bentley@Hays.com.au](mailto:Roxann.Bentley@Hays.com.au)

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