

POSITION PROFILE

303 ACCOUNTS OFFICER

Position Details

Position Title:	Accounts Officer
Employment Status:	Permanent
Classification:	AO2 –AO3
Salary Range:	\$42,892- \$48,116
Reports To:	301 Finance Manager
Positions Supervised:	Nil
Location:	Corporate Services – Katherine Office

Position Summary

Sunrise Health Service Aboriginal Corporation is an independent, community controlled health service, with overall direction and management set by a board comprised of representatives from the remote Aboriginal communities of the region.

Each major community within the region has its own Community Health Committee (CHC) which will increasingly play a role in setting direction at the local community level. CHCs provide support and advice to the local health centre so that local cultural values and practices are included in service planning and delivery. Sunrise takes a broad view of primary health care, has a philosophy of community participation, and a strong focus on care coordination.

The Accounts Officer will primarily be responsible for the payment of all accounts and under the direct supervision of the Finance Manager, perform a variety of tasks within the Finance section including processing staff pays and other financial entitlements.

Duty Statement:

Under the direct supervision of the Finance Manger:

- Process all accounts using Attaché software
- Preparing accounts for payment by online banking
- Maintain responsibility for all Petty Cash requirements
- Undertake Account reconciliation including end of year reconciliations
- Maintain records of all transactions
- Undertake the preparation of fortnightly payroll using Attache', including collation of timesheets for approval, preparation of deductions, PAYG tax and superannuation
- Assist with calculating and processing Board Member entitlements
- Draft papers and correspondence, including file notes, memorandums and letters relating to accounting functions
- Order & ensure adequate supplies of Purchase Order books are on hand
- Maintain purchase order logbook

- Assist in evaluating options and implementing initiatives to continually improve financial performance
- Provide assistance to other members of the Finance team as required
- Provide general assistance to members of the Human Resources section with employee financial queries

Key Responsibilities

- Maintain the general ledger of accounts
- Maintain purchase order records
- Cheque and EFT payment to creditors
- Collate and process staff applications for reimbursement of expenses
- Assist with day to day payroll functions, provide relief, and cover for payroll officer as requested
- Assist with payroll preparation
- Ensure accurate petty cash reconciliation and records are maintained
- Assist with the preparation of financial reports as requested
- Reconcile the creditors ledger
- Liaise with suppliers regarding accounts where required
- Maintain spreadsheets of key suppliers and expenses as directed e.g. telephone, power/water
- Process staff applications for travel allowance, and reimbursement of expenses
- Organise payments to Board members
- Other duties directed

Organisation-wide responsibilities

- Continuously work to maximise access by community members to health services
- Ensure your own professional competencies and knowledge are current and in line with accepted standards
- Use skills and experience to support and train other staff members as the need arises
- Develop and utilise good working relationships and networks with other organisations at both the community and professional level
- Participate in performance management as required and:
 - be willing to discuss how the key performance indicators of the position are being met
 - provide feedback about personal, position and organisational development requirements
- Participate in staff development and training as requested by Sunrise Health Service
- Bring to the attention of your manager any matters that affect the ability of your position to meet requests and objectives in a timely manner
- Maintain strict confidentiality in relation to medical records, information about health service business activities
- Participate in the Sunrise Continuous Quality Improvement Program for the provision of a safe, effective health service
- Follow organisational systems and procedures

Key Performance Indicators

Criteria for Performance Assessment

1. Payment of Accounts
Indicator: All accounts paid and reconciled fortnightly
2. Maintenance of accounts payable records
Indicator 1: Computerised records
Indicator 2: Manual records
3. Maintain purchase order records
Indicator: Record of purchase orders processed
4. Maintain general ledger of accounts in line with Sunrise Finance Policy and relevant legislation
Indicator: Records of account transactions
5. Provide assistance with payroll as required.
Indicator: Payroll is prepared accurately
6. Assistance in preparation of financial reports and other financial reports as requested
Indicator: Information supplied is thorough and accurate
7. Active participation in Finance Quality Improvement activities
Indicator: Participation in Quality Improvement activities within the Finance Department
8. Participation in performance management program and completion of professional development activities in line with training plan.
Indicator: Completion of professional development activities within agreed timeframes.

Delegations

Financial: Nil

Personnel: Nil

Selection Criteria

Essential

- Experience in payment of accounts
- Computer literacy, including the capacity to interact with and input into computerised accounting systems
- Good communication skills, both verbal and written
- Experience working within set time limits
- Manual Driver's licence

Desirable:

- Experience working with Attaché software
- Experience working with monthly financial reports
- Experience working in a health service environment
- An appreciation and knowledge of issues relevant to Aboriginal communities
- Understanding of the principles of Continuous Quality Improvement
- Willingness to be flexible working in a small finance team

Endorsement and Approval

Position description endorsed by Finance Manager

Signature: ENDORSED

Date: 20th June, 2008

Position description approved by General Manager

Signature: ENDORSED

Date: 20th June, 2008