

POSITION DESCRIPTION

POSITION TITLE	Accountant - Accounts Receivable		
POSITION OVERVIEW	Responsible for maintaining organisational debtors within limits of the organisation's policy and ensuring the protection of the organisation's investments, minimising losses, and improving recoveries.		
CLASSIFICATION	SCS 4	SERVICE AREA	Financial Accounting
EMPLOYMENT TYPE	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Fixed Term <input type="checkbox"/> Casual		
EMPLOYMENT STATUS	<input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual	HOURS PER WEEK	38
LOCATION	Shea Street		
IMMEDIATE MANAGER	Senior Manager, Finance & ICT		
INDUSTRIAL AGREEMENT	Woden Community Service Ltd - Enterprise Agreement 2024		
REPORTING RELATIONSHIPS			
NO OF DIRECT REPORTS	N/A	NO OF INDIRECT REPORTS	N/A
KEY RELATIONSHIPS			
INTERNAL	Executives, Corporate Services Team, Children Services Enrolments and Management Team		
EXTERNAL	Government Agencies (e.g., Department of Social Services, Department of Veterans Affairs, ACT Government), External Plan Managers, families and service users, Other Community Services Organisations		
KEY ACCOUNTABILITIES			
GENERAL			
<ul style="list-style-type: none"> ▪ Develop, maintain, and administer the organisation's debt management policy to provide planned cash flow for the organisation and minimise risk. ▪ Ensure compliance with accounting standards and policies. ▪ Ensure that systems documentation and procedures comply with legal/legislative requirements to avoid adverse litigation and loss of income. ▪ Contribute as an effective team member by sharing information, supporting, and proactively assisting colleagues. ▪ Maintain ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives to meet organisation goals and timeframes. ▪ Embody the WCS values of hope, community, responsiveness & integrity into your daily work. 			
Accounts Receivable			
<ul style="list-style-type: none"> • Assist with preparing monthly, year-end accounts, assisting with audits, and the preparation of budgeting and forecasting of year-end. 			

- Manage the general ledger, including completion of journals accruals, and perform month-end tasks.
- Examine financial records to check for accuracy & respond to financial inquiries by gathering and interpreting data.
- Perform day to day accounts receivable functions such as debt collection, bank reconciliation, and invoicing.
- Send all invoices to the relevant parties on time.
- Ensure effective and efficient Children Services, CHSP, Social Enterprise, and Allied Health claims management.
- Work proactively and positively with customers and stakeholders, including families, guardians, support coordinators, plan managers, and government agencies.
- Reconcile - all revenue including Children Services, CHSP, Social Enterprise, and Allied Health, provide analysis and feedback to management, including aged debtors reports and monthly revenue.
- Attend to calls, emails/voicemail and take payment over the phone
- Attend to all cash and cheque banking every week.
- Other duties and responsibilities as assigned.

EXPERIENCE & QUALIFICATIONS

Essential

- Bachelor in Accounting or a Finance related qualification.
- Sound understanding accounts receivable processes.
- Strong financial and analytical capabilities.
- Exceptional communication skills.
- Demonstrated stakeholder engagement & relationship management skills.
- Commitment to providing consistent, high levels of customer service.
- Intermediate Microsoft Office skills, e.g., Word and Excel.
- An understanding of the workings of government-funded programs.
- Demonstrated sound experience with finance systems (e.g., XERO) and customer relationship management (CRM) systems (e.g. Childcare Management System/CCMS, Lumary).
- Excellent customer service skills and teamwork.
- Ability to ensure data integrity through demonstrated attention to detail and quality data input.
- Effective problem-solving skills.
- Ability to achieve goals in a fast-paced environment.

Desirable

- Aged-Care accounting experience.
- Debt Management Experience.
- Enterprise Resource Planning (ERP) systems experience.

Other

- Demonstrated commitment to WCS' Purpose and Values and WCS Code of Conduct.
- Ongoing employment is subject to applicants providing a satisfactory Police check and Working with Vulnerable People check.

Document History	Original: 2020	Revised: March 2025	Version: V3		
Employee's name		Signature		DATE	