

Position Description

Position Title:	Accounts Officer
Employment Status:	Full Time
Location:	Brisbane
Reports to:	Senior Accountant
Staff reporting to this Position:	Nil
Date position last reviewed:	November 2007
Overall objective of the position:	To process accounts for the company efficiently and proactively so that at all times the Senior Accountant can rely on the accuracy and timeliness of accounts processed.
Key Accountabilities:	1.Accuracy and timeliness of data entry 2.Maintain administrative systems and processes
Duties / Responsibilities:	<ul style="list-style-type: none">• Preparation of Financial Accounts including coding and processing of financial data into MYOB.• Undertake accounts payable and receivable duties and bank reconciliations.• Preparation of Business Activity Statements.• Liaise with customers and suppliers when required in a timely and professional manner.• Undertake administrative HR functions including but not limited to: processing of leave requests, maintaining personnel files and processing of payroll.• Assist in producing financial reports in a timely manner to support the information required by the Senior Accountant.• Post and prepare reimbursements for all staff expense claims.• Any other duties that may be directed from time to time to meet the changing needs of the company.

Qualifications, Knowledge, Skills and Experience Required:	<ol style="list-style-type: none"> 1. Experience in accounts processing 2. In-depth knowledge and experience using MYOB – Essential 3. High level of experience using Excel.
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KEY PERFORMANCE INDICATORS (KPIs): PERFORMANCE STANDARDS FOR THIS POSITION ARE MET WHEN:		
Key Accountabilities	KPI's	How KPI's will be measured
1. Accuracy and timeliness of data entry	Final month close off figures are completed by the 10th working day of the new month	Feedback from the Senior Accountant
2. Maintain administrative systems and processes	Administrative procedures are complied with in accordance with Company requirements	Policy and Procedures documented and followed.