

Job title: Financial Accounting Officer	
Classification: Band 6	Effective Date: TBA
Reports to: Coordinator Financial Accounting	Tenure: Permanent

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

- The Financial Accounting Officer will assist the Coordinator Financial Accounting with the provision of advice in relation to the receivables function including outstanding debts, doubtful debt provisions (sundry) and implementation of best business practices, policies and procedures.
- The role works in partnership with the Banking and Treasury Accountant to support the daily bank reconciliation process including timely processing of transactions, reconciliation of clearing accounts and analysing and assessing daily cash flow requirements and investments.
- Contribute to the development and achievement of department and directorate goals.
- Contribute to a positive work culture within the Finance team.

Key Responsibilities

Position Specific Responsibilities

Accounts Receivable

- Responsibility to maintain and reconcile all Sundry Debtors accounts and records
- Preparation of reconciliation of Debtors Ledger to General Ledger monthly
- Responsibility to produce invoices and statements for Sundry Debtors and arrange dispatch on timely and regular basis.
- Responsibility to follow up and maintain record of outstanding Sundry Debtors, using standard procedures and/or debt collection agency for overdue debtors and notifying originating departments of defaulting debtors.
- Maintain records for recurring charges for community leases and other charges.
- Manage data interface monthly for Debtors with various department's software applications, such as Perfect Gym for Aqualink, Sportlink and Nunawading Hub Customers+ and Mandalay (Recycling & Waste System).
- Provide training to staff requiring access to the AR system with navigational skills and maintenance of procedures.
- Responsibility for preparation of monthly reports on status of Council's sundry debtors or as required by management.
- Prepare documentation in support of bad debtors requiring write-off.
- Process cash receipting of debtor payments for Qik kids and Health daily.
- Upload and Reconcile Ungerboeck debtors daily.
- Invoice Utility Recharges monthly liaising with Accounts Payable, Utility Officer and Recreation Services Officer.
- Commitment and proven ability to develop and implement quality service improvement processes.
- Prepare end of year doubtful debts reports and calculations as required
- Review and analyse outstanding debtors on a timely manner

Bank Reconciliations and Treasury

- To support the Banking and Treasury Accountant to ensure all Council's bank accounts are reconciled daily in accordance with established timetable.
- Ensure all reconciling items arising from bank reconciliations are investigated and cleared promptly and accurately as required.
- Ensure prompt processing of all Council receipts.
- Process Council's direct debits, credit card charges, and corporate credit cards when required.
- Liaise with investment institutions with respect to investments as required.
- Ensure timely and accurate processing of investment transactions as required.
- Reconciliation of investment accounts, processing of interest accruals as required.

Other

- Contribute to monthly and year end processing including assisting with the production of the annual financial statement notes and disclosures.
- General ledger reconciliations including processing of general ledger journals
- Provide information to both internal and external auditors when required.
- Other adhoc duties.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

Accountability and Extent of Authority

Budget: Nil

Staff responsibility: Nil

Exercise caution and follow departmental procedures to ensure tasks are handled effectively, efficiently and accurately. Undertake tasks and objectives to ensure the efficient operation of the position, selecting from a range of available processes. Provide assistance and guidance to management in the development of policies and procedures in areas of responsibility.

Judgement and Decision Making

Decision Making:

- Manage the Accounts Receivable Service
- Exercise caution and follow departmental procedures to ensure tasks are handled effectively, efficiently and accurately.
- Undertake tasks and objectives to ensure the efficient operation of the position, selecting from a range of available processes.
- Provide assistance and guidance to management in the development of policies and procedures in areas of responsibility.
- Assess Council's financial position and investment requirements on a regular and on-going basis when required.
- Guidance and advice are usually available.

Specialist knowledge and Skills

- An understanding of the long term goals of the financial accounting function and of relevant policies and policies of the wider organisation
 - Familiarity and understanding of budgeting processes
- Fin

Interpersonal Skills

Key relationships:

Finance staff, cashiers, internal staff, Debt Collection Agencies, financial and investment institutions.

Interpersonal

- Excellent communication skills, both written and oral, allowing effective communication with a variety of people both within and outside Council.
- Ability to constructively discuss and resolve problems through to a resolution.

- Commitment and proven ability to develop and implement quality service improvement processes.
- Perform work professionally and with integrity.
- Committed to assisting fellow team members.
- Attention to detail.
- The ability to gain co-operation and assistance from other employees in the administration of defined activities relevant to the role and provide advice in relation to the receivables function including outstanding debts, doubtful debt provisions (sundry) and implementation of best business practices, policies and procedures.
- Liaise with counterparts in other organisations to discuss specialist matters and with employees in other functions of the organisation

Management Skills

Leadership/management:

- Ability to engage constructively and actively with colleagues and community to establish positive relationships and partnerships in order to deliver services.
Examples may include:
- Accessible and willing to share information.
- Responsive to change.
 - Communication is open and transparent.
 - Offering assistance without being asked.
 - Keeping other team members informed
 - Skills in managing time, setting priorities, planning and organising own work and where appropriate that of other employees to achieve specific and set objectives within the resources available and within a set timetable.

Qualifications and Experience

Qualifications/Certificates/Licences and Experience

- Tertiary Business qualifications or lesser formal qualifications and substantial relevant experience in a local government accounting environment
- Experience with complex bank reconciliations within a large organisation.
- Proven analytical skills and ability to reconcile various general ledger accounts.
- Experience in Receivables and Cash Flow management forecasting & budgeting.

Technology

- Experience with corporate accounting systems. Experience with Oracle Cloud or Oracle Fusion preferred by not essential.
- Experience with PC based spreadsheet packages, in particular Microsoft suite of applications including Excel and Word.
- Ability to analyse data and produce meaningful management reporting.
- Experience with online banking systems.

Key Selection Criteria

- Tertiary accounting qualifications or substantial experience in a local government accounting environment, or studying towards CPA is desirable.
- Experience with complex bank reconciliations within a large organisation.
- Experience in Cash Flow management forecasting & budgeting.
- Experience with PC based spreadsheet packages, in particular Microsoft suite of applications including Excel and Word.
- Excellent communication skills, both written and oral, allowing effective communication with a variety of people both within and outside Council.

Physical Requirements

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)		✓	
Walking/standing (extended)			✓
Driving car/utility/truck			✓
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓
Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds		✓	
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		
Other (please specify)			

Any other relevant comments: