

Job Title:	Accounts Officer
Job No:	AA113
Dept/Business Unit:	Finance / Finance and Administration
Accountable to:	Financial Controller
Reporting to:	Manager Financial Accounting
Our Vision:	Be the leading provider of aviation and aerospace training, helping to shape the future of the industry.
Our Values:	Work Together, Be Accountable, Act Innovatively, Deliver on Customer Needs

PURPOSE

The Accounts Officer is responsible for maintaining accurate accounts receivable records and associated accounts receivable reports. Additionally, the Accounts Officer will be required to undertake accounts payable duties and financial and administrative support to the organisation.

DUTIES

Key accountabilities of this role include:

- Perform accounts receivable functions including:
 - Issue monthly invoices to fee for service customers and recharge invoices to international clients.
 - Invoice and reconcile monthly training conducted by or on behalf of Aviation Australia.
 - Facilitate prompt and accurate settlement of accounts.
 - Perform any necessary collection of outstanding invoices including liaising arranging face-to-face meetings with students and documenting records of conversation.
 - Receipt all payments made by clients.
- Assist in accounts payable functions as required including:
 - Assist with raising purchase orders and match invoices with purchase orders.
 - Ensure appropriate approvals have been received before processing data and all purchasing processes and procedures are followed.
 - Process AP invoices and prepare payment batches.
- Calculate and report on Agent commissions.
- Assist with reception duties as required - greet internal and external customers in a professional manner and assist with enquiries as necessary.
- Participate in the promotion of activities and programs offered in Aviation Australia.

- Actively participate in and contribute to Aviation Australia's quality improvement processes.
- Undertake other duties as directed by the accountable / reporting manager and senior management.
- Comply with the requirements of Aviation Australia's:
 - Code of Conduct
 - Work Health and Safety legislation
 - Policies and procedures

AUTHORITIES

The Course Coordinator has primary authority to:

- Process payments through company banking software.
- Contact and request to see students in relation to tuition fees.
- Contact customers regarding outstanding invoices.
- Educate, counsel and/or discipline students in compliance with the organisation's policies and procedures.

SELECTION CRITERIA

Qualifications

Desirable

- Certificate IV in Accounting and Bookkeeping.

Experience

Essential

- Considerable experience working in a similar role.
- Proven experience in accounts receivable and deb collection.

Desirable

- Experience using Tech One accounting software.

Knowledge and Skills

Essential

- Demonstrated experience and/or knowledge of how to effectively contribute to a workplace that is safe from discrimination, bullying, harassment and sexual harassment.
- Superior interpersonal and customer service skills with the ability to display a courteous and professional manner at all times.

- Excellent written and oral communication skills with high level attention to detail and accuracy.
- Demonstrated ability to resolve issues through negotiation and consultation with other team members.
- Well-developed problem-solving skills.
- Demonstrated ability to deal with sensitive issues and maintain confidentiality.
- Ability to interpret and apply legislation, regulations, policies and procedures.
- Strong organisational skills with the capacity to prioritise work, deal with competing demands, manage time effectively and ensure completion of tasks within deadlines.
- Intermediate computer literacy, MS Excel and MS Word skills with proficiency in Microsoft Office suite of applications and the ability to become an effective user of new computer systems.
- Preparedness to undertake training as required.

Personal QualitiesEssential

- Enthusiastic and motivated approach to work.
- Assertiveness and an ability to remain professional and measured in approach, regardless of the situation.
- Actively contribute to ensuring the workplace is a safe environment for everyone by challenging actions or behaviours that could be improved upon or that are inappropriate.
- Ability to work both independently and within a flexible team environment.
- Ability to foster a customer focused working environment and build and maintain rapport with staff and students.
- Ability to interact with internal and external customers from diverse cultural backgrounds, displaying awareness of cross-cultural communication issues.
- Willingness and ability to demonstrate initiative and accept responsibility.

JOB DESCRIPTION AGREED

Employee Name: _____ Date: _____

Signature: _____