

**Accounts Receivable Officer**

**Reporting to:** Corporate Services Manager  
**Location:** Corporate Services Group  
**Date Reviewed:** 17 January 2019

**Position Purpose**

To support Council by providing efficient technology and process based solutions over cross-functional areas with a focus on future business needs.

**Functional Relationships**

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> <li>• Other Corporate Services Group staff</li> <li>• All Council Group Managers</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Debtors</li> <li>• Debt recovery agents</li> </ul>

**Limitations of Authority:**

As defined in the Delegations Manual.

**Financial:** N/A

**Staff:** N/A

**Operational:** N/A

**Key Tasks and Responsibilities**

**1. Processing of chargeable time and disbursements to the Works Order Cost Accumulation and Billing Module and invoice creation.**

**Expected Results:**

- a) Accurate and timely invoicing of amounts owed to Council.
- b) Timely month end reporting of Unbilled Work.

**2. Processing of annual and one-off invoices**

**Expected Results**

- a) Timely processing of almost 3,000 annual resource consent fees and 656 annual whitebait stand fees.
- b) Timely processing of other Council invoicing.
- c) Monthly debtor statements are mailed out on a timely basis.
- d) All enquiries with regards to Accounts Receivable are dealt with in a professional manner.

**3. Monthly Reconciliation of Accounts Receivable trial balance to the General Ledger Control Account.**

**Expected Results**

- a) Reconciliations to be completed by the second working day following month end.

**4. Operate appropriate credit control processes for collection of amounts owed to Council which are overdue.**

**Expected Results:**

- a) Overdue debtors are kept to a minimum.
- b) Sustainable relationships are built and maintained with the more difficult debtors.

**5. Accounts Payable assistance, including cover for sick and annual leave.**

**Expected Results:**

- a) To be able to successfully run AP in the absence of the Accounts Payable Officer.
- b) Processing of AP and DD items from the daily bank statements into Accounts Payable.

**6. Payroll assistance, including cover for sick and annual leave.**

**Expected Results**

- a) To be able to successfully run Payroll in the absence of the Payroll Officer.

**7. Processing all bank statement transactions**

- a) Process all bank statement transactions (debits and credits) in a timely manner.

**8. Responsibility for Vehicle Fleet maintenance scheduling, organising services and any other tasks as required.**

**Expected Results**

- a) Council vehicle fleet will be maintained in a safe condition.  
E-Road fleet software will be used to help achieve this goal and the position holder will take a lead role in Eroad reporting.

**HEALTH AND SAFETY:**

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency

management training initiatives and undertake activities, as directed as part of Council's emergency response.

**Person Specification**

**Preferred Qualifications/Experience**

- Completion of a Business Diploma is seen as desirable.
- 3 years' experience in a similar role is essential.
- Strong numeracy and IT skills essential.

**Skills / Attributes**

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

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**Employee's Signature**

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**Date**

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**Manager's Signature**

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**Date**