

Position: ACCOUNTS & PAYROLL OFFICER Award – Aboriginal Communities and Organisations (Western Australia) Interim Award 2011	Job Level: 5 Salary: \$50,500-\$51,050	Reports to: Mgr. Corporate Services
Role Purpose: Accountable for: <ol style="list-style-type: none"> 1. The Accounts Payable/Receivable functions 2. Payroll processing for WNAC and RJCP employees 3. Provision of a quality bookkeeping service to contracts secured by WNAC 		
<p><u>ACCOUNTABILITIES</u> <u>PROCESSING & COMPLIANCE</u></p> <ul style="list-style-type: none"> ▪ The provision of an accurate payroll service for WNAC and RJCP; including collection of timesheets, compiling zone spreadsheets, payment of deductions, emailing remittances and pay-slips ▪ Preparation of reports including Superannuation, Deductions, PAYG Summary Statements etc. ▪ Reconciliation of wages and preparation of reports for year end ▪ Preparation of PAYG Summary Statements & lodgment of PAYG Summary Report with ATO ▪ Ensure compliance with taxation, industrial relation, accounting and corporations legislation as well as internal policies ▪ Process invoices for payment when required & follow up on payments received ▪ Process Purchase Orders upon request ▪ Process invoices once received (converting POs to invoices) ▪ Match invoice to statements for payment ▪ Check invoice account & job code allocations and amounts and payment of same ▪ Create ABA files for payment of accounts and forwarding of BPAY payments for processing <p><u>CUSTOMER SERVICE</u></p> <ul style="list-style-type: none"> ▪ Provide an effective customer-centric service for the corporation's suppliers, communities and RJCP employees ▪ Handle all incoming accounts enquiries in a courteous manner ▪ Pro-actively manage anticipated issues before customers contact the corporation <p><u>ADMINISTRATION</u></p> <ul style="list-style-type: none"> • Filing of paid accounts • Other activities as directed by manager 	<p><u>INTERNAL RELATIONSHIPS</u></p> <ul style="list-style-type: none"> ▪ Line Manager ▪ Corporate Services team members ▪ Chief Executive Officer ▪ RJCP employees ▪ Other staff as required <p><u>EXTERNAL RELATIONSHIPS</u></p> <ul style="list-style-type: none"> ▪ Contractors and suppliers ▪ General public ▪ Indigenous Communities 	
<p><u>ESSENTIAL EXPERIENCE</u></p> <ul style="list-style-type: none"> ▪ Demonstrable end-to-end Payroll processing experience ▪ Proficiency with spreadsheets, databases and MYOB including the ability to design and generate reports ▪ Management of accounts, banking, payroll & super processing and compliance activities including BAS and ATO requirements ▪ Ability to effectively communicate with suppliers and employees ▪ Experience analyzing and interpreting data ▪ Ability to manage and prioritise multiple tasks within a busy environment ▪ Well developed attention to detail ▪ Well developed customer service skills 	<p><u>DESIRABLE EXPERIENCE</u></p> <ul style="list-style-type: none"> ▪ Experience working with Indigenous Communities <p><u>QUALIFICATIONS</u></p> <ul style="list-style-type: none"> ▪ Minimum of a bookkeeping qualification ▪ Studying towards an accounting diploma or degree 	