

## **ACCOUNTS & PAYROLL OFFICER**

### **Winun Ngari Aboriginal Coporation**

#### **THE CORPORATION**

Winun Ngari Aboriginal Corporation (WNAC) began operations more than 30 years ago in Derby, Western Australia. WNAC became a corporate entity under the Aboriginal Corporation Act on the 9th December 1983. The corporation started with just a few staff managing administering the Community Development and Employment Program (CDEP) to handful of Aboriginal communities.

WNAC currently provides a range of community services to approximately 15 communities in the West Kimberley in addition to the town of Derby. The organisation is estimated to service a population of approximately 4,400 people, including Derby, from a range of age groups and backgrounds. The support WNAC provides to remote communities differs from community to community, but includes enterprise and business development, employment and training, health and wellbeing, and governance and administration.

#### **Vision & Objectives**

WNAC is dedicated to ensuring Indigenous communities in the West Kimberley continue to have the strength and ability to celebrate their culture, manage their own country and grow their own futures.

#### **Values**

As an organisation WNAC values are focused around five key areas; Staff, Governance, Communications, Cost Efficiencies and Relationships.

#### **ROLE PURPOSE**

Accountable for:

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

#### **ACCOUNTABILITIES**

##### **Processing & Compliance**

- 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

## **Customer Service**

- 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

## **Administration**

- Filing of paid accounts
- Other activities as directed by manager

## **SKILLS, EXPERIENCES & QUALS**

### **Essential Experience**

- 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

### **Desirable Experience**

- Experience working with Indigenous Communities
- Experience administering payroll for RJCP

### **Qualifications**

- Minimum of a bookkeeping qualification
- Studying towards an accounting diploma or degree

## **APPLICATION PROCESS - Closes Tuesday 7th April 2015**

### **In addition to providing:**

- A detailed CV
- A covering letter

### **Please address the following selection criteria:**

1. Proficiency in MYOB, spreadsheets, databases & Microsoft Office Suite of products
2. Demonstrated end-to-end payroll processing experience
3. Experience in the management of accounts, banking and superannuation processing
4. Knowledge and experience in compliance activities including PAYG Statements & Reports

## **SALARY PACKAGE**

The salary package will be dependant on the experience and qualifications of the successful applicant, however the following are standard benefits:

- Minimum of \$50,500 Base Salary
- 9.5% SGC
- 4-weeks annual leave + 1-week remote leave
- \$3,900 annual District Allowance
- Annual Travel Allowance capped at \$800
- Development, training and study support
- The opportunity to live, work and travel in the beautiful West Kimberley
- Making a difference to the lives of the people and the communities we support

\*\* WNAC conducts pre-employment alcohol and drug testing.

If you have any questions in relation to this job, please contact either of the following people:

Ms. Natalie Bell - Acting Corporate Services Manager  
Ph: (08) 9191 1877  
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Ms. Kerry-Ann Brown - HR Advisor  
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