

Accounts Receivable Officer

Title: Accounts Receivable Officer	Reporting To: Finance Manager
Business Unit: Finance	Classification: HSI

Position Purpose:

As part of the Finance team, the Accounts Receivable Officer role manages the day-to-day activities for the accounts receivable (trade and patient debtors) within OHV, providing advice and recommendations to the Finance Manager on Accounts Receivable issues and assists in the daily financial operations of the Finance team.

Role responsibilities:

Role Specific

Accounts Receivable

- Ensure that OHV debtor invoices are recorded in our accounting system and paid within stated trading terms to maintain effective cash flow within the organisation.
- Escalate and report to the Finance Manager any disputes that arise.
- Maintain customer account details accurately.
- Receive and receipt incoming payments.
- Ensure relevant financial procedures are in place for financial operations workflows.

Financial Reconciliations, including banking

- Perform daily and monthly bank reconciliation, ensuring queries are addressed in a timely manner, for review.
- Support corporate credit card transactional submissions by credit card holders.

- Assist in month-end and year-end financial reporting processes as requested by the Finance manager.
- Identify and resolve discrepancies in financial data and transactions. Escalate unresolved items to the Finance Manager in a timely manner.

Compliance and Internal Controls

- Ensure all financial transactions comply with organisational and government financial policies and relevant legislation.
- Support the maintenance of accurate and auditable financial records in the general ledger.
- Support the Finance Manager with internal and external audit requirements by providing documentation and responding to queries.

Systems and Process Improvement

- Contribute to the continuous improvement of finance processes and procedures.
- Support process improvement and new and/or improved ways of workings, from a systems, process and workflow perspective within the finance team and with other relevant stakeholders throughout the organisation.

Other items

- Support the Finance Manager and the Executive team with ad hoc requests as required.

Generic

- Model behaviours that demonstrate the Victorian Public Sector and OHV values in all aspects of work.
- Undertake continuous professional learning and development to ensure current competence including any prescribed training in safety and quality.
- Participate in myDevelopment ensuring goals are signed off and reviewed.
- Demonstrate and promote a proactive commitment to health & safety, well-being and the work environment by actively participating in the ongoing identification and prevention of risks.
- Maintain client privacy and confidentiality in accordance with organisational procedures and policies.

Role requirements:

<p>Knowledge:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • Minimum 2 years' experience in an accounts receivable role • Experience working in a finance function and team environment • Knowledge of general accounting principles • MS Office skills, specifically Excel skills • Willing to learn and support the finance team <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of OHV and public oral health • Knowledge of SAP and SunSystems desirable but not mandatory 	<p>Experience:</p> <p>Mandatory</p> <ul style="list-style-type: none"> • High level of attention to detail, accuracy and problem-solving skills • Excellent time management skills and ability to work in a fast-paced environment • Excellent verbal and written communication skills • Ability to build relationships and work collaboratively across portfolios and teams <p>Desirable</p> <ul style="list-style-type: none"> • Experience in a government or health sector finance environment • Knowledge of relevant accounting standards and public sector financial regulations
<p>Behavioural competencies:</p> <ul style="list-style-type: none"> • Commitment to integrity, accountability and transparency in all financial activities • Customer focus • Building trust • Managing workload to time sensitive deadlines • Collaboration and teamwork • Respectful and inclusive communication and conduct • Positively contributing to Team Success • Adaptability • Focus on quality of output 	<p>Personal Attributes:</p> <ul style="list-style-type: none"> • Passion for results • Empathy • Highly organised • Self-starter • Authentic • Collaborative team player