# Accounts Officer

## Financial Control

## Position information

|  |  |
| --- | --- |
| Group: | Corporate Services |
| Reports to: | Accounts Supervisor |
| Classification: | Administration Officer Level 3 |

## Your role

You will ensure the accurate processing of Debtor & Creditor invoices and statements in a timely manner. You will enable the business to make and receive payments in line with prescribed requirements. You will contribute to the efficient operations of the Finance team by executing administrative tasks across multiple accounts payable and receivable functions.

## Seqwater’s vision, values and promise

Water is essential for life. At Seqwater, it is our job to provide water for more than three million people across South East Queensland. We live and work in the communities we serve, and we proudly work together to deliver on our vision of Water for Life. We do this by living our values and keeping to our promise - Safe for Life.

Integrity, respect, care and courage are at the heart of the way we work and interact with our colleagues, stakeholders, customers and the communities every day.

We commit to delivering a high standard of customer service aligned to our strategic vision. We value working collaboratively with our internal & external customers to improve service delivery.

## About your group

The Corporate Services Group is responsible for the provision of service support functions including financial and commercial services, aligning corporate services to delivery of the Corporate Strategy. The teams within this group manage and report on corporate performance & corporate assets including property, fleet and facilities. They enable a high-performance culture through the programs and support they deliver and offer.

## Key relationships

Leads others: NIL

Internal customers: Finance Group

Seqwater Staff

External customers: Creditors & Debtors

## Key responsibilities

Answer enquiries regarding invoices and payments by phone and email.

Prepare debtor tax invoices and action debt management procedures.

Data entry for Creditor invoices and match approved receipts.

Preparation of daily Bank reconciliations including cheque and cash deposits.

Administration of payables, receivables and bank officer tasks across multiple financial software systems.

Prepare end of month reconciliations & reports within the required time period across Payables, Receivables, Purchase Cards and Banking.

Process Chart maintenance for Creditors, Debtors and Purchase Cards.

Observe and comply with all Seqwater work health and safety, quality and environmental management systems and procedures.

Undertake other duties, which are assigned from time to time by the Leader.

In all duties, comply with the behavioural expectations set out in The Way We Work (Seqwater’s Code of Conduct), and our policies and procedures.

## Qualifications and experience

### Essentials

Secondary education or an equivalent combination of education and experience in accounting or finance.

High level experience in data entry process

### Desirables

* Experience in accounting procedures, particularly reconciliations.
* Experience with the operation of computerised accounting systems.

## Job capability requirements

General knowledge and understanding of accounting principles and the goods and services tax.

Strong attention to detail and accuracy in data entry and record keeping.

Ability to work autonomously and as part of a team.

Ability to understand, correctly apply and obtain compliance with internal procedures.

Effective communication and interpersonal skills with the ability to work collaboratively in a team environment.

Excellent organisational and time management skills with the ability to prioritse tasks and meet deadlines.

Ability to take on responsibilities at a higher level and respond effectively to service requests.

High level of numeracy, word processing and spreadsheet skills.

Alignment with Seqwater values