



POSITION DESCRIPTION

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|----------------|------------------------------|-----------------------|-----------------------------|
| Position Title | Assistant Accountant | Position No | TBA |
| Team | ABC Commercial | Classification | Administrative/Professional |
| Department | Content Sales & Distribution | Schedule Roster Cycle | Non Rostered |
| Location | Ultimo | Band / Level | Band 3 / Schedule A |
| Reporting to | Business Analyst | HR Endorsement | |

Purpose

Provide administrative support to the Content Sales & Distribution team.

Key Accountabilities

- Administer the invoicing for Content Sales revenue and coordinate the integration of financial information into SAP Finance from the Greentree Microsoft Access database (Greentree).
- Prepare reconciliations regarding the integration of revenue invoice batches into the SAP Finance system from Greentree. Update Greentree for customer receipts as reported in SAP Finance as required.
- Prepare and create new customer accounts and conduct required credit checks in accordance with ABC credit policy.
- Process vendor payments for costs such as travel, promotions and distribution; create new vendors and data entry into the MyRequests payment system; and prepare accrual journals as appropriate, for review by the Business Analyst.
- Process and administer invoices for other Commercial business units including Library Sales credit card sales and interstate sales orders, advertising and royalties revenue for ABC Magazines, ABC Books royalties and ABC Licensing royalties.
- Assist with the annual budget process and with business performance reporting, and ad hoc management accounting reporting, as directed by the Business Analyst.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Diploma level qualification in accounting coupled with relevant work experience in accounts receivable and accounting.
2. Experience preparing and producing data and information that is clear and accurate.
3. Ability to interpret financial commitments in contracts in relation to royalties receivable.
4. Effective time-management skills, working towards deadlines, and demonstrable experience with identifying, defining and solving work related problems.
5. Willingness to work effectively in a team environment and to communicate clearly and effectively with internal and external stakeholders.
6. Intermediate skills in MS Excel.
7. Preferred experience with SAP Finance.





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8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Ability to communicate effectively and build relationships with people from a range of diverse backgrounds.

