

Job Description - Company Accountant

Position Title: Company Accountant

Incumbent:

Responsible to: Chief Financial Officer

Direct reports: 5-6

Date: January 2017

Purpose of role:

To ensure that all accounting processes are carried out in a timely manner and that all information in the accounting system is 100% accurate.

Key stakeholders:

- Customers of the company in NZ and Australia including various retail stores
- Business Managers / Managing Directors of said businesses

Key Responsibilities

Leadership / Management
<ul style="list-style-type: none">• Train and manage administration and inventory control teams• Perform quarterly position reviews and monthly sit down check ins with each direct report• Recommend enhancements to internal controls to the CFO• Implement agreed enhancements• Monitor compliance with internal controls and bring any concerns to the attention of the CFO
Accounting Practices
<ul style="list-style-type: none">• Prepare payment batches, automatic payments and foreign currency payments for approval• Reconcile bank accounts• Prepare entries to the general ledger system as required based on information provided and bank transactions• Complete quarterly BAS reports and file with ATO• Complete GST and provisional tax returns and file with IRD• Carry out "the Companies" AP and AR functions• Carry out Company accounting functions including invoicing of services• Reconcile general ledger accounts• Maintain fixed assets schedule• Ensure tax is calculated correctly at month end
Reporting
<ul style="list-style-type: none">• Analyse expenditure as required• Complete month end reporting within specified time frames• Print/collate reports for distribution• Prepare commentaries
Payroll
<ul style="list-style-type: none">• Process payroll and commission payments
Additional Duties
<ul style="list-style-type: none">• Any other duties reasonably requested by your manager

Key Performance Indicators

- Administration and inventory control teams perform within set KPI's
- Bank accounts are reconciled weekly
- All tax returns are completed by due date
- All tax payments are made by due date
- Company AP and AR procedures are carried out in an accurate and timely manner
- APS AP and AR procedures are carried out in an accurate and timely manner
- GL accounts are reconciled monthly
- Month end reports are supplied to the CFO by the 10th of the month following

Required Skills

- At least 1-2 years' experience in an accounting position which has included preparation and reconciliation of accounts, financial reporting and filing of returns to the Inland Revenue Department
- Degree in accounting, finance or related discipline
- Strong written and verbal communication skills
- Excellent time management skills and the ability to balance multiple deadlines
- Sound understanding and commitment to excellent financial controls
- The ability to influence others to provide information and to make things happen
- Experience in using a large computerised general ledger system (MYOB / QuickBooks is not sufficient)
- Experience in using a large database system
- Knowledge of payroll processes would be advantageous
- Knowledge of Australian business practices would be advantageous