

Job Description – Accounts Administrator

Position Title: Accounts Administrator

Incumbent:

Responsible to: Company Accountant

Date: January 2017

Purpose of role:

To ensure that accounts receivable, accounts payable and inventory processes are carried out in a timely manner and that 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

Accounting Support
<ul style="list-style-type: none">• Check and process accounts payable in online accounting system• Verify supplier invoices against PO in the online accounting system or have approved by purchaser• Create on-charge invoices for any expense to be shared amongst companies• Process supplier invoices for payment• Reconcile daily sale receipts in online accounting system• Check and complete fulfilled sales orders• Work with stock controller to resolve any stock discrepancies• Maintain supplier accounts in the online accounting system
Additional Duties
<ul style="list-style-type: none">• Any other duties reasonably requested by your manager

Key Performance Indicators

- All supplier invoices entered with 48 hours of receipt
- All sales orders completed within 48 hour of fulfilment
- All sales receipts reconciled within 48 hours

Required Skills

- At least 1-2 years' experience in an administration position that has included accounts receivable and payable processing
- Strong written and verbal communication skills
- Excellent time management skills and the ability to balance multiple deadlines
- Sound understanding and commitment to excellent administrative controls
- The ability to influence others to provide information and to make things happen
- Experience in using a large computerised general ledger system would be advantageous
- Knowledge of payroll processes would be advantageous
- Knowledge of Australian business practices would be advantageous