

Job Description – Accounts Administrator

Position Title: Accounts Administrator

Incumbent:

Responsible to: Company Accountant

Date: January 2017

Purpose of role:

To ensure that accounts receivable and banking 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

- Manage retail cash drawers in accounting system
- Monitor deposits and enter into debtor accounts
- Control eftpos terminals
- Reconcile bank accounts
- Reconcile credit cards
- Process expense claims
- Process wholesale invoices
- Manage petty cash
- Chase receivables as required
- General administration functions
- Mail, stationery ordering and general office tasks as required

Additional Duties

- Any other duties reasonably requested by your manager

Key Performance Indicators

- Close and reconcile cash drawers daily
- Allocate payments to debtor accounts daily
- Reconcile bank account daily
- Reconcile credit cards weekly
- Process expense claims within 48 hours of receipt

Required Skills

- At least 1-2 years' experience in an administration position that has included accounts receivable and banking 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