

## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b>   | Junior Accounts Clerk                                  |
| <b>DIVISION:</b>         | Corporate Services                                     |
| <b>EMPLOYMENT TYPE:</b>  | Part-time<br>Fixed term 2 years                        |
| <b>WORK LOCATION:</b>    | Carlton  |
| <b>RESPONSIBLE TO:</b>   | Finance Manager  |
| <b>OTHER BENEFITS:</b>   | Salary Packaging                                       |
| <b>DATE LAST REVIEW:</b> | May 2019   |
| <b>APPROVED BY:</b>      | Executive General Manager Finance & Corporate Services |

## 1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovations, partnership and leadership in:

**Clinical optometry services**- providing high quality public health eye care for communities in need and leading best practices;

**Research**- undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

**Education**- providing best practice clinical learning pathways for optometrists from pre-registration through to professional practices.

The ACO's work is led by the following values and principles:

- We deeply *care* about eye health;
- Everything we do drives this *purpose*;
- Mutual *respect* guides our expectations;
- We foster excellence through *collaboration* with our patients, partners and teams;
- Our commitment to *innovation* pushes us to question and find better ways;
- We *deliver* what we promise to patients, partners and each other.

## 2. POSITION SUMMARY

Reporting to the Finance Manager, the position is responsible for contributing to the transactional processing and administrative activities of the Finance team. The position provides support in ensuring high quality standards of the administrative operations of accounts and claims.

## 3. KEY RESPONSIBILITIES

The Junior Accounts Clerk will be responsible for assisting in a range of activities including:

- performing efficient and accurate data entry and filing of Clinic accounts, including batching, transmitting and paying off Medicare claims
- entering data into accounting records in a timely and accurate manner
- ensuring timely preparation and mail out of correspondence with customers and suppliers
- other duties within the Finance or Corporate Services team as required from time-to-time

## 4. SPECIAL REQUIREMENTS

A keen eye for details and accuracy in terms of data entry.

An ability to maintain confidentiality around information acquired during the course of your work

## 5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

This position reports to the Finance Manager.

The incumbent will work closely with members of the Finance team.

### 5.1. Level of Supervision/Independence

Work will be carried out under minimal supervision on day to day activities within an agreed framework. Direction will be provided on more complex tasks to be undertaken with an opportunity to identify areas for improvement.

### 5.2. Problem Solving and Judgement

Basic problem solving is required within established procedures and routines.

### 5.3. Breadth of the Position

The position requires a good level of communication with other staff in order to provide a quality service.

## 6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

## 7. KEY SELECTION CRITERIA

### Qualifications

- Completion of year 12 or an equivalent combination of relevant experience and/or education/training.

### Knowledge, Experience and Skills

- Experience in an accounts clerk role will be highly regarded
- Familiarity with basic accounting procedures
- Sound organisational and time management skills with the ability to coordinate multiple tasks
- Accuracy and attention to detail
- Competency in MS Office, databases and accounting software and practice management systems
- Efficient data entry skills

- Self motivated individual who demonstrates initiative with a can-do attitude
- Able to work in a team environment, displays a co-operative, supportive attitude towards others at all levels
- Able to work independently within established procedures and routines; able to take action without being directed, seeks to improve work processes in discussion with their line manager, willing and able to accept change
- Sound communication skills both written and verbal
- Excellent interpersonal skills, builds and maintains positive working relationships with a broad range of people
- Reliable, trustworthy, meets commitments and maintains confidentiality

### **Organisational Relationships**

Reports to: Finance Manager

Supervises: No direct reports

Internal Liaisons: Finance Team  
Corporate Services staff  
Clinical Services staff  
All staff

External Liaisons: Medicare

### **OTHER RELEVANT INFORMATION**

#### **Employment Screening**

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to selecting people to provide a safe environment to our clients.

***Employment for all positions is conditional on a satisfactory National Police Check.*** Police checks must be renewed every three years.

International Police Checks are required from prospective employees who have worked overseas for 12 months or more in the last 10 years.

***Working with Children Checks are required for some positions.*** Working with Children checks must be renewed every five years.

During their employment, employees must inform the Human Resources Manager if they are charged with or convicted of any criminal offence, subject to formal disciplinary action by any other current or former employer or are under investigation for any improper or unprofessional conduct which may reasonably be regarded by the ACO as relevant to their position.

#### **Pre-employment Medical Check**

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

#### **Privacy Notification**

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

***The Australian College of Optometry is an Equal Opportunity Employer.***

*With clients from highly diverse cultural and social groups, we welcome applications from people with the widest possible diversity of background, culture and experience including Aboriginal and Torres Strait Islander people.*