**POSITION DESCRIPTION**

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| **POSITION TITLE:**  **ORGANISATION DIVISION:**  **WORK LOCATION:**  **RESPONSIBLE TO:** | Accounts Clerk    Corporate Services  Carlton  Finance Manager |

1. **POSITION SUMMARY**

The position reports directly to the Finance Manager, who reports to the Director Finance & Corporate Services. The Accounts Clerk actively participates in accounts payable, accounts receivable, payroll and all core accounting functions.

The incumbent must have (or be able to quickly acquire) knowledge of ACO relevant policies and procedures to ensure ACO’s the financial records are effectively and efficiently maintained.

1. **KEY RESPONSIBILITIES**

Specific responsibilities of the role:

* Accurately maintain and process payroll in a timely manner
* Accurately maintain banking records
* Preparation of debtor’s invoices and follow-up outstanding payments in accordance with set procedures
* Assist the Finance Manager to accurately review and follow-up patient and institution debts
* Participate in and provide administrative support in data entry, transmission and batching of Medicare claims, paying off Medicare claims processed by other members of the team as required.
* Actively participate in accounts receivable, account payable, payroll and other accounting functions (including involvement in month-end and year-end control processed as directed by the Finance manager)
* Ensure timely preparation and mail out of correspondence
* Provide other on-the-job support to the Finance team as directed by the Finance Manager
* Provide timely and effective financial support to divisional staff as required
* Other duties as may be required from time to time to meet the business needs of the ACO

1. **KEY SELECTION CRITERIA**

**Qualifications**

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

**Knowledge, Experience and Skills**

* Minimum 12-month experience in a accounts clerk role will be highly regarded
* Familiarity with accounting procedures
* Competency in MS Office (specifically Excel), databases and accounting software and practice management systems
* Efficient typing and data entry skills
* Sound organisational and time management skills with the ability to coordinate multiple tasks and competing demands, prioritise workload and meet deadlines
* High degree of accuracy and attention to detail
* A strong service focus, including an ability to respond and be pro-active in provision of quality customer service in a diverse environment
* Able to work independently within established procedures and routines; seeks to improve work processes, willing and able to accept change
* Sound communication skills both written and verbal
* Able to work in a team environment, displays a co-operative, supportive attitude towards others at all levels. Willing to help out others and do menial tasks.
* Excellent interpersonal skills, builds and maintains positive working relationships with a broad range of people
* Sets a fast pace and remains calm and effective under pressure
* Reliable and trustworthy - meets commitments and maintains confidentialities

1. **ENVIRONMENTAL, HEALTH & SAFETY RESPONSIBILITIES**

All ACO staff are responsible for observing and practicing safe work practices and procedures, including:

* taking reasonable care for the 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 willful interference or misuse
* adopting work practices that support OHS programs.

1. **ORGANISATIONAL RELATIONSHIPS**

Reports to: Finance Manager

Supervises: No direct reports

Internal Liaisons: Director Finance & Corporate Services

Finance Team

HR Manager

Corporate Services staff

Clinical Services staff

All staff

External Liaisons: Bank

Customers

Medicare

Patients

Suppliers