



## Position Description

### Accounts Officer

#### Purpose of Position

This is a dual role. Primary responsibility is for accounts receivable with a specific focus on NDIS invoicing with some additional accounts payable:

#### 1. Accounts Receivable

To manage the accurate and timely processing of accounts receivable transactions, including NDIS service agreements, invoicing including correct use of NDIS service codes, receipting, debt collection, and reconciliation.

#### 2. Accounts Payable

Manage the end-to-end accounts function, ensuring timely and accurate processing of invoices, payments and reconciliations.

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|---------------------------|---|
| <b>Reports to:</b>        | Corporate Services Manager              |
| <b>Direct Reports:</b>    | Nil                                     |
| <b>Key Relationships:</b> | Operations Team, Plan Managers, Vendors |
| <b>Delegations:</b>       | See attached DoA policy v6              |

#### Key Responsibilities & Position Requirements

##### Accounts Receivable

- Setup and maintenance of NDIS Participant Service Agreements and service bookings
- Export of Participant Services completed to Xero for invoice generation and credit notes
- Review and reconciliation of Participant Services to ensure correct use of NDIS codes and full cost recovery of all NDIS services delivered
- Provision of Quotes/Schedule of Supports and Roster Costing as required
- Generation of other invoices as required (including school fees)
- Respond to invoice enquiries from NDIS Plan Managers and Participant and School families
- Process payments and allocate receipts in Xero
- Prepare fortnightly aged debtor reports and statements
- Follow up on overdue accounts and manage collections
- Handle credit memos, refunds, and sundry charges

##### Accounts Payable

- Receive, verify and upload supplier invoices into invoice approval system
- Code and/or review and update of automated account coding for invoices in approval system
- Preparation of weekly payment run of approved invoices in accordance with agreed payment terms
- Maintenance of approved vendor records in finance system

**Other Supporting Finance Functions**

- Daily reconciliation of bank accounts and company credit cards
- Support with fortnightly payroll processing
- Assistance with responses to staff payroll enquiries
- Assistance with year-end audit process

**Other Administration Functions**

- Assistance with reception duties including responding to calls to general office phone
- Other functions to support the business as directed

**Key Selection Criteria**

1. Strong attention to detail and accuracy
2. Experience in NDIS administration either with another service provider or through work as a plan manager
3. Desire to improve processes through automation and integration
4. Ability to work independently

**Desired Selection Criteria**

5. 2+ years' experience working in a blended business services role with exposure to accounts payable and accounts receivable processing
6. Experience working with Xero

**Specific Selection Criteria**

Satisfactory Working with Children and NDIS and National Police Checks.

**Work Environment**

Office hours typically 8.30am–4.30pm, Monday to Friday

Role can accommodate flexible working hours and/or elements of Working From Home for the right candidate