



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.

Reports to:	Corporate Services Manager
Direct Reports:	Nil
Key Relationships:	Operations Team, Plan Managers, Vendors
Delegations:	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