

POSITION DESCRIPTION

Title	Accounts Officer
Department	Corporate Services
Location	South Melbourne (until June 2021) Sandringham (from July 2021)
Reports To	Financial Manager
Direct Reports	n/a
Purpose	The purpose of this role is to support the timely and accurate processing of all customer invoices and payments to suppliers in a timely manner, along with associated reconciliations and reports.
Key Responsibilities	Transactional responsibilities relating to the revenue and receivables segment of the organisation, including: ▪ Administration of the affiliation process, including data collection, reporting and invoice generation, ▪ Generation of invoices from internal databases based on information collected, ▪ Reporting on the progress of data collection and invoice payments, ▪ Compilation of commercial and sponsorship revenue schedules and generation of associated invoices, ▪ Reconciliation of contra accounts, including revenue, expense and balance sheet ▪ Preparation of reports for internal and external stakeholders, ▪ Assist in the reconciliation of revenues to the state and national organisations.

	Assistance in the processing of accounts payable transactions, including; ▪ Receive and verify invoices and requisitions, including matching dockets and purchase orders to creditor's invoices, ▪ Prepare payment reconciliations, ▪ Ensure invoices are approved for payment with correct job code and ledger account, ▪ Process requests for credit and follow up credit notes, ▪ Complete credit applications and ensure supplier evaluations are completed, ▪ Maintain accurate accounts payable/receivable records including transactions, payments and update database, (address, bank details, trading terms etc.) ▪ Perform additional duties and assignments as directed by Finance leadership
Key Capabilities / Requirements	Experience in invoice processing and reconciliation, database use for customer information and invoice data and attention to detail with accuracy is required in this end to end Accounts Officer position.
Strategic Outcomes (indicative – to be confirmed during planning cycle)	
Values	Every employee is expected to conduct themselves - internally with colleagues and externally with stakeholders and customers - in a manner that is aligned to the Golf Australia values. Team and individual development plans will expand further on what this looks like in day to day practice however the core values and descriptors represent the experience we aspire to collectively deliver for each other and our sport. Service Driven: we're here to serve the golfers and the game Diverse and Inclusive: a sport – and a workplace – for everyone

	Excellence: Be the best in everything we do Fun: Live it. Love it. Show it. Dynamic: Bringing energy and new ideas to the game – and the workplace. Team: Working as one for golf.
Major Interactions: Internal	Golf Australia staff, Financial Controller, Finance Manager, Commercial and Golf Development teams.
Major Interactions: External	Suppliers