



Position Description – Accounts Receivable Officer



1. Position Details

Position Title	Accounts Receivable Officer
Position Number	IMS-REF-049
Grade	Administrative / Technical / Trades Band Level 1 (A1)
Reports to	Finance Manager
Status	Permanent Part-time
Department	Finance
Hours	Up to 50 hours per fortnight / 4 days per week

2. Position Description

2.1 Main purpose

- Manage Kimbriki's accounts receivable function including customer enquiries, payment processing and reconciliations. Maintain and build strong customer relationships.
- Reconcile sales revenue between accounting system (MYOB) and Point of Sale (Clearweigh) system.
- Assist with the reconciliation and maintenance of the General Ledger and Debtor Sub-Ledgers.
- Perform data entry, run reports and maintain customer vehicle records in the Point of Sales system and accounting software.

2.2 Key Responsibilities

- Provide quality, accurate and timely customer focused accounting services, information, and advice.
- Manage Kimbriki's Accounts Receivables.
 - Processing account applications and setting up debtor accounts.
 - Collecting and allocating payments and reconciling debtor accounts.
 - Processing credit card payments including BPOINT.
 - Dealing with account enquiries.
 - Co-ordinate monthly and fortnightly issue of debtor statements.
 - Monitor and chase unpaid accounts, suspending overdue accounts where necessary and ensuring appropriate reminder letters are issued and when necessary,
 - Prepare legal action to recover outstanding debts (in conjunction with Finance Manager).
 - Track vehicle movements on site using CCTV footage, ensuring compliance.
 - Achieve a strong understand of Kimbriki's systems to monitor and analyse operational data.
 - Reconcile MYOB invoice amounts with transaction data from the Point of Sale system.(This task requires intermediate-level Excel skills, including the use of pivot tables, filters, sorting and VLOOKUP functions.)
 - Track vehicle movements on site using CCTV footage, ensuring compliance.
 - Perform Data entry, run reports and maintain customer vehicle records in the Point of Sales system and accounting software.
- Assist with the internal auditing of the Integrated Management System (IMS).
- Assist with end of month and other tasks.
- Provide backup for the finance team during absences.



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- Exercise Responsibility, Accountability, and Authority as outlined in Kimbriki's Business Management System and the Safety, Environment and Quality Policy.

3. Selection Criteria

3.1 Essential Criteria

- Proven experience in accounting and administrative environment, with emphasis on Accounts Receivable, and the flexibility to meet strict monthly accounting reporting deadlines.
- Demonstrated ability to self-manage and work with a minimum of supervision.
- Excellent interpersonal skills including written and oral communication skills and proven conflict resolution skills sufficient to handle difficult customers.
- Proven proficiency in MYOB, intermediate-level Excel skills (including the use of pivot tables, filters, sorting and VLOOKUP functions) and Microsoft Word.
- Ability to liaise with operational personnel and willingness to operate the Point of Sale system when required.
- Excellent analytical, reconciliation and problem-solving skills, including providing clear, accurate and timely information and advice.
- Commitment to working in a team environment and multi-skilling.
- Behaviour that positively demonstrates Kimbriki's values of respect, teamwork integrity, excellence and responsibility.
- Hold a current NSW Driver's Licence.

3.2 Desirable Criteria

- Relevant qualifications in Finance or a related field.
- Knowledge of and experience in the waste industry.
- Knowledge of Clearweigh (Computer system currently used on site to measure volumes).