

Position Description – Accounts Receivable Officer

POSITION TITLE:	Accounts Receivable Officer
DEPARTMENT:	Cultivate Food and Beverage
RESPONSIBLE TO:	Finance Business Partner
DIRECT REPORTS:	Nil
INDUSTRIAL INSTRUMENT:	Clerks - Private Sector Award 2020
CLASSIFICATION:	Level 3
LOCATION(S):	Brooklyn Park / Panorama / Lobethal and Salisbury

COMPLIANCE REQUIREMENTS:

All staff MUST be able to obtain and maintain un-impinged compliances. Should your circumstances change, that may impact on any of the below, you MUST inform your manager or HR Business Partner immediately.

National Police Clearance Driver's License Pre-Employment Medical

Cultivate Food and Beverage is a Social Enterprise firmly set in the fabric of Food and Beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focussed on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practise, not only looking to improve the lives of others but also the environment that we live and work in.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art kitchen and production facility. Then we add our most important ingredient — the people who work in it. At Cultivate, we recruit budding chefs, bakers and food handlers and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That's our recipe for success.

POSITION SUMMARY

As an Accounts Receivable Officer, you play a crucial role in ensuring that Debtors are accounted for on a timely and accurate basis, processing data to enable the compilation of various Accounts and Management Reports.

Travel between various sites may be required on occasion.

SKILLS, KNOWLEDGE and EXPERIENCE

- Solid background in Accounts Receivable, preferably within manufacturing / FMCG industry or large retail organisations
- Strong attention to detail and organisation skills.
- Ensuring the timely follow-up and collection of debtors
- Assisting accounts payable with month end invoicing
- Opening and maintaining customer accounts
- Collating information for new account applications in accordance with Bedford's Delegation of Authority (DOA) policy
- Reconciliation of customer accounts as required
- Daily receipting of customer payments
- Prepare and allocate customer credit notes in accordance with Bedford's Delegation of Authority (DOA) Policy
- Prepare and send customer statements

- Monitor customer credit limits, report on breaches and ensure stop-holds are placed on breached accounts
- Monitor overdue debtors and follow up to ensure payments are received in a timely manner
- Make recommendations for debtors to be referred for debt collection
- Ensure all month end accruals / receipting are completed accurately and timely
- Assist with the accounts payable duties to support the month end process supplier statement reconciliation and supplier invoicing
- Preparation of monthly bank reconciliations
- Enter data in a timely and accurate manner to enable the preparation of various accounting and management reports
- Liaise with and respond to customers, third party and internal departments to resolve queries
- Ensure that all filing and manual and electronic records are accurately stored and kept up to date
- Knowledge of Accounting programs and systems (D365 Business Central and Xero)
- Other duties as per the direction of the Finance Business Partner / General Manager / CFO.

PERSONAL ATTRIBUTES

- Ability to work in a changing and evolving business and exercise judgement to changing needs and situations
- Consistently look for process improvement and efficiencies
- Ability to interact with a wide range of people across all levels of the organisation
- Ability to work autonomously and within a team environment with outstanding interpersonal skills
- Ability to establish and maintain effective relationships to achieve successful outcomes
- Strong attention to detail
- High-level of oral and written communication skills
- Demonstrate resilience, initiative and collaboration
- Ability to multi-task and manage multiple deadlines.
- Strong customer service skills
- Operate with authenticity and aim to always engage positively to ensure the best possible outcomes
- Driven by success and enjoy the opportunity to mentor and engage with the operational team
- Demonstrated ability to work autonomously with a high degree of motivation, energy, initiative, and commitment, with the capacity to deal with multiple and often conflicting priorities
- Be inquisitive and look to understand processes from all angles, regardless of the service stream
- Able to work effectively with people from diverse national, cultural, linguistic, and religious/spiritual backgrounds and to deal with sensitive issues in a manner that is respectful of people's individual dignity, cultural values, and religious beliefs.

QUALIFICATIONS and LICENCES

Essential Qualifications:

- As a minimum, a Certificate IV in Accounting and Bookkeeping is required for this position.

Desirable Qualifications:

- A degree in Accounting, Finance, or a related field

RISK, HEALTH, SAFETY, QUALITY & ENVIRONMENT

- Report all Work, Health and Safety (WHS) incidents immediately to your line manager
- Complete all incident reporting in the WHS Management System (skytrust)
- Comply with Bedford Group Risk Management, Quality Assurance, and Health, Safety, and Environment management systems, including statutory obligations
- Promote a positive WHS&QA/Food Safety culture in the workplace.

KEY CHALLENGES

- Identifying and developing efficiencies in the current accounts receivable process
- Operating in a complex, high-volume business, with multiple stakeholders
- Establish and maintain close working relationships with both internal and external stakeholders while maintaining a comprehensive knowledge and understanding of accounting practices and requirements.

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, you are required to become familiar and work in accordance with the Work Health and Safety Act 2012 (SA), Return to Work Act 2014.

ACCEPTANCE

I, **Staff Name**, confirm that I have read and understood the Position Description for the position of Accounts Receivable Officer.

Signed: _____

Date: _____