



Account Clerk

EMPLOYMENT STATUSES			
Status	Part Time	Award	ACCHO
Hours per week	22.8 hours per week	Classification	Admin G5
Length of Term	12months Fixed Term	Salary	As per contract
Reports to	Chief Financial Officer	Additional Benefits	Access to Salary Packaging
Secondary Report	CEO	PD Review Date	12 months (30/07/2020)

/ORGANISATIONAL CONTEXT



The Bendigo & District Aboriginal Cooperative (BDAC) is an ACCO (Aboriginal Community Controlled Organisation) registered as a member under the umbrella of VACCHO (Victorian Aboriginal Community Controlled Health Organisation) and represented nationally through NACCHO (National Aboriginal Community Controlled Health Organisation).

BDAC was founded to represent and provide services to the Dja Dja Wurrung community (Jaara people) and Aboriginal residents living in the Dja Dja Wurrung boundaries. BDAC has a responsibility to ensure growth of services, development of our Aboriginal community, better and improved health outcomes for our people, improved quality of life and be a lead agency in providing employment and career pathways for Aboriginal people.



LOCAL WORK ENVIRONMENT

Bendigo and District Aboriginal Co-operative provides a range of specialist services for clients based primarily in the Dja Dja Wurrung including Health and Wellbeing services, Family and Community Services and Corporate services.

POSITION OBJECTIVE

The Accounts Clerk is responsible for providing support to financial, administrative and clerical services in order to ensure effective, efficient and accurate financial and administrative operations of BDAC.

The Accounts Clerk must comply with the Australian Accounting Principles and Standards and BDAC's Financial systems, policies and procedures.



BDAC'S VISION AND CORE VALUES

"Empowered generations belonging to strong families, culture and community"

<u>LEAD</u>	We are committed to lead as an individual, team and organisation in order to achieve positive health and wellbeing outcomes for our community.
<u>OPENNESS</u>	We will be accountable and remain transparent in the delivery of our service to clients, visitors and staff.
<u>RESPECT</u>	We treat one another with honesty, integrity, respect and value everyone's opinion and feedback.
<u>EXCELLENCE</u>	We strive for excellence in our programs and services so that we can support positive health and wellbeing outcomes for our community.

KEY POSITION RESPONSIBILITIES

Primary Responsibilities	<ul style="list-style-type: none"> • Receive and verify invoices and requisitions for goods and services • Verify that transactions comply with financial policies and procedures • Prepare, verify, and process invoices and coding payment documents • Matching purchase orders to invoices • Prepare batches of invoices for data entry • Data enter invoices for payment • Manage the weekly EFT run <ul style="list-style-type: none"> - End to End - Accounts payable - All Reimbursements - Send Remittance • Record all Reimbursements • Process cheques/ obtain signatures/ prepare for mailing • Have all payments loaded by 2pm Wednesdays • Maintain updated vendor files and file numbers • Maintain essential card and fuel card paperwork • Ensure staff have the correct coding and approvals • Matching receipt of payments to Payment Approvals (PA's) • Enter data into QuickBooks monthly • Prepare Brokerage reports • Prepare expenditure reports for units on request • Conduct finance induction for all new employees
Payroll	<ul style="list-style-type: none"> • Establish and maintain confidential employee files • Process TA forms • Calculate salaries and benefits • Verify pay amounts, hours of work, deductions, etc. • Data enter of payroll information • Prepare staff liabilities report for management • Record staff absences • Load payments to the bank by 2pm every Wednesday • Process STP after each payroll entry • Process monthly superannuation's
Finance	<ul style="list-style-type: none"> • Prepare purchase orders • Maintain a filing system for all financial documents • Ensure the confidentiality and security of all financial and employee files



Administrative Support	<ul style="list-style-type: none"> • Respond to Credit Queries • Maintain records for petty cash float and reconcile • Perform other duties as requested • Assist with Fleet Management when required
Administration & Compliance	<ul style="list-style-type: none"> • Model and abide by BDAC Values, Code of Conduct and Policy and Procedures; • Participate actively in and facilitate supervision and professional development activities; • Ensure that you participate in team meetings, staff meetings and other community activities as requested; • Ensure that you adhere to legislative requirements; • Ensure that you report any risks identified immediately to your line manager; • Participate within the team to ensure performance against expectations including performance management and staff development, in accordance with BDAC's policies and procedures; • Ensure that all staff are provided with and operate in a safe environment in accordance with BDAC'S OHS policies and procedures; • Participate in Continuous Quality Improvement (CQI) activities.

COMMITMENT TO SAFETY

- All children have the right to be children and live free of abuse and neglect, so they can grow, learn and develop. Everyone within BDAC is responsible for ensuring a culture of child safety; preventing child abuse and abiding by the Child Safety Principles;
- BDAC is committed to the health and wellbeing of its employees and stakeholders;
- BDAC has a zero tolerance to all forms of violence.

KEY SELECTION CRITERIA

- Demonstrated understanding and commitment to Aboriginal culture, and the philosophy and practice of Aboriginal Community Control
- Excellent interpersonal skills, team building skills, analytical and problem-solving skills, and decision-making skills
- Sound knowledge of accounts payable, accounts receivable and maintaining Accounting Software
- Sound knowledge of payroll functions and procedures ability to maintain a high level of accuracy in preparing and entering financial and payroll information confidentiality concerning financial and employee files
- Knowledge and understanding of non-profit accounting procedures and how they relate to the Aboriginal community.
- Well-developed communication skills (written and oral).
- Ability to use computers efficiently, including Microsoft based applications and the ability to operate computerised accounting, spreadsheet and word processing programs, and email at a highly proficient level
- Proven time management skills
- Demonstrated capacity to work as a member of a team
- Demonstrated understanding of Australian Accounting Standard.

Preferred / Desired Education, Training and/or Competencies

Qualification in office administration and bookkeeping/finance (minimum requirement registered bookkeeper)



CONDITIONS OF EMPLOYMENT

- Must pass a Criminal Police Record Check;
- Must pass & provide copy of Working with Children's Check;
- Must hold current full Victorian Drivers Licence and provide a copy;
- If the position is for a role specifically to provide disability services (or work that involves regular direct contact with or access to a person with a disability), BDAC will check the prospective employee against the Disability Worker Exclusion List.

EMPLOYEE STATEMENT

I have read, understood and accepted the above position description of the Account Clerk.

EMPLOYEE NAME:

SIGNATURE:

DATE:/...../.....