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POSITION DESCRIPTION

Position Title: Accounts Officer
Classification: SACS 4
Date of Review: August 2008
Location: Slacks Creek, Logan City

Primary Purpose of Position

The provision of efficient and accurate data entry services and support to finance staff, managers and senior workers using the financial accounting system and the motor vehicle database.

Organisational Environment

Youth and Family Service (Logan City) Inc (YFS) is a community based, not-for-profit organisation, providing responsive and innovative social welfare services to people in Logan City and surrounding areas. Operating from two main sites and a number of outreach locations across the following service areas –

- Housing and support
- Tenancy advice and advocacy
- Disability support
- Community health access and mental health support;
- Family and relationships services
- Early childhood and family services
- Domestic and family violence services
- Legal advice and advocacy
- Support for young people to access health, legal, education
- Generic employment focused service

YFS delivers a diverse suite of client-focused services to the community that are accessible and flexible. We engage in a collaborative process between clients and staff, ensuring the development of community capacity building.

YFS Administration provides the following corporate services:

- Financial management
- Secretarial support
- Information Technology
- Management Support, Policy and Quality Development
- Property, Equipment and Fleet Management.

Reporting Relationships

- i) Position title of direct Supervisor**
The position reports to the Finance Manager

- ii) Titles of positions that report to this position**
Nil

- iii) Other significant internal relationships**
 - Office Manager and Administration staff
 - Coordinators – OLMT
 - Chief Executive Officer
 - Service Managers

Extent of Authority

The holder of this position will need to communicate with management and staff of YFS and provide support to them in the carrying out of their financial responsibilities.

Key Responsibility Areas

1. Service Delivery

- Responsibility for all facets of Accounts Payable including initial handling of incoming invoices, obtaining authorisations, payments, data entry and filing
- Data entry of all payments into the financial accounting system
- Maintenance of the organisations' Petty Cash System
- Reconcile Bank Statements and produce monthly Bank Reconciliation Reports
- Administer the 'general' pool of Emergency Relief
- Act in a relieving and backup capacity for Accounts Receivable, payroll and HR administration duties

2. Networks, Partnerships & Integration

- Explore and initiate opportunities for provision of integrated services at YFS
- Promote the finance service and the organisation in a positive manner

3. Leadership & Organisational Values

- Apply YFS values and ethics across all work practices
- Contribute to the development of YFS through participation in relevant meetings, scheduled activities and team processes
- Being honest, approachable and responsive to the resolution of work related matters

4. Quality and Planning

- Use initiative to implement and improve administrative procedures and processes
- Work with staff to share information and ensure consistency of systems and processes and adherence to Organisational policy and procedures
- Contribute to the effective operation of the Finance Team by participating in regular meetings and team development initiatives
- Participate in the development and implementation of administrative processes to ensure the delivery of high quality services to clients and improvement initiatives
- Keep informed and up-to-date with current organisational issues to ascertain priorities

5. Resources

- Contribute to a cohesive team environment through effective communication
- Take part in regular supervision and support through individual supervision and group processes
- Participate in annual performance reviews and coordinate training and professional development plans
- Comply with Workplace Health and Safety and risk management
- Use of vehicles, mobile phones, computers/laptops, video/camera and program equipment of the organisation with honesty, accountability and transparency

6. Administration

- To handle and respond to queries raised by suppliers, customers and staff concerning relevant accounts
- To ensure Petty Cash replenishment documentation is regular and correct
- To ensure a system exists for the location of source documents until final filing
- To ensure an adequate stock of blank cheques is maintained
- Under the guidance of the Finance Manager, archive previous FY documents

Key Selection Criteria

Essential Knowledge and Skills:

- KSC 1.** Ability to apply knowledge and understanding of accounting systems as this relates to the financial management of a medium-sized business, or the ability to rapidly acquire and apply such knowledge and understanding.
- KSC 2.** Demonstrated ability to use Sybiz or equivalent computer packages to accurately maintain accounting records including: creditor's ledger, debtor's ledger and general ledger.
- KSC 3.** Demonstrated oral and written communication skills together with the ability to interact effectively with a diverse range of people.
- KSC 4.** Ability to work as part of a team and to communicate effectively with staff

Essential attributes:

- Organisational and time management skills including the ability to prioritise, plan, organise, and manage competing demands
- Team values, initiative, flexibility, and the ability to exercise sound judgement
- Ability to work independently without constant supervision
- Punctuality and reliability

Essential requirements:

- Minimum 2 years industry experience.
- Blue Card from the ‘Commission for Children and Young People’
- Criminal Check from Disability Services Queensland

Additional Information

Employment in the position will be subject to an annual Performance Plan and Review, with initial appointment subject to a probationary period of three months.

REFER TO ATTACHMENT 1 - PORTFOLIO FINANCE SERVICES TEAM

ATTACHMENT 1 – PORTFOLIO FINANCE SERVICES TEAM

Position Title: Finance Officer
SACS Level: 4
Position Status: Full Time
Position Location: Finance Team – 376 Kingston Road

Accounts Payable and Cash Payments

- Record the existence of all supplier invoices, when first received
- Stamp invoices and forward to relevant management / program coordinator / worker for the invoice to be appropriately authorised for payment and expenditure account allocation.
- Ensure all source documents are correctly completed and authorised before raising payments.
- Raise payments via cheque, debit card or electronic transfer as appropriate.
- Data entry of all payments into the financial accounting system.
- File source documents.

Petty Cash System

- Maintain the petty cash float held in Finance.
- Ensure the integrity of the organisation's petty cash system by checking the source documentation of other petty cash holders at each occasion of replenishment.

Bank Reconciliations

- Maintain the filing of all bank statements
- Check all bank statements for bank charges, miscellaneous deposits and bank errors.
- Reconcile and produce monthly Bank Reconciliation Reports

Motor Vehicle Administration

- Maintain administration records relating to motor vehicles in Motor Vehicle database
- Preparation of reports relating to servicing cars, insurance and turnover.

Other Duties as directed by the Finance Manager