

6 sources of leadership power

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Job Description – Accounting Officer Job Details Title Department Reporting to Accounting Officer Finance Management Accountant Direct Reports Authorities Last updated Nil Refer Delegations April 2012 Job Purpose The Accounting Officer is accountable to the Management Accountant and is responsible for ensuring that all development contribution and sundry debtors are invoiced, and that these debts are collected when due. The position is also responsible for all aspects of payroll for staff and elected members. These services include: Control of debtors sub ledger Debtor invoicing and reconciliations

Debt collection Fortnightly and monthly payroll processing General ledger reconciliations Assistance with general accounting My Team CEO Deputy CEO / General Manager Finance Accounting Manager Management Accountant Accounting Officer Finance Administrator – Accounts Payable Key relationships External ? Debtors ? Lakes Environmental ? Payroll Software Provider ? Inland Revenue ? Trails and Youth Trusts ? Auditors Internal ? Chief Executive Officer ? Deputy CEO / Finance Manager ? Accounting Manager ? Management Accountant ? Activity managers ? Staff Key accountabilities Responsibility/objective

Payroll Administration: Coordination and Management of payroll function Maintain the Council's Debtors system. Outcome ? Liaison with staff and councillors on all payroll matters. ? Collation, input, checking and processing of fortnightly payroll data, including expense claims and other one-off transactions. ? Processing of monthly Councillor payroll. ? Processing and administration of IRD and other payroll deductions. ? Distribution of payslips and various payroll reports. ? Administration and reconciliation of Annual and

Sick leave entitlements. ? Input of payroll journals to the general ledger. Reconciliation of all payroll related general ledger accounts to the payroll. ? Completion of quarterly and annual statistical payroll returns by requested deadlines. ? Maintain confidentiality of all payroll information. ? ? ? ? ? ? ? ? Debt Recovery ? ? ? Ensure Control accounts are in balance at all times. Generate invoices and credit notes as required/requested (this includes Development Contributions, Lakes Environmental, Private Plan Change charges, Section Clearance & other Sundry debtors). Ensure debtor receipts are allocated correctly. Distribute monthly statements. Reconcile the debtors' and parking ledgers monthly to ensure they are accurate and fully updated. Perform month end roll over within 5 working days of the end of the month. Compile monthly aged debtor's reports and other detailed debtor reports. Prepare Debtor reports for FACC committee by agenda deadlines. Debt reminder letters sent out on a regular basis, and email and phone contact when necessary. Liaise with relevant council personnel to assist with collection of outstanding debt. Ensure all correspondence logged in Debt Management ? ? system. Negotiate payment programmes where appropriate and monitor for performance and ensure up to date.

All queries are responded to within 7 days of receipt. Training of all managers and staff on the use of the invoicing system ? Ensure that all staff are adequately trained with a high skill level and understanding of the QLDC invoicing system. Ensure that all processing is performed in a timely and accurate manner ? ? ? Checking all input for accuracy before processing. Input of data including invoices & credit notes is timely. Ensure back charging required is performed on a regular monthly basis. Ensure all credit

notes are property authorised. Invoices for Development Contributions and Resource

Contributions are issued on time. ? ? General Accounting ? ? ? ? Processing journals and general ledger maintenance as necessary, accurately and in a timely manner. Street Front Bonds detailed schedule maintained and reconciled. Subdivision Bonds schedule maintained and reconciled. Year End Audit reconciliations. Provide assistance with the following: ? Assisting the Management Accountant to ensure integrity of the General Ledger (coding accuracy). ? Assisting the Management Accountant with preparation of monthly management reports. ? Assisting the Management Accountant with budget input and monitoring. Assist with allocation of overheads to departments. ? Production of all financial reports in accordance with published timetables. Manages Health and Safety ? Ensure compliance to all legal/statutory and company requirements for health and safety. Maintain professionalism? ? ? Adhere to company policies. Keeping abreast with technology. Maintain and update oneself with knowledge required for job. Other duties, consistent with the role, as required from time to time by Manager and CEO. ? Key behavioural competencies Competency Excellent Service Description We get it done and do it well

Respect We value and respect others Inspiration We lead by example Collaboration We succeed by working together Accountability We are open and honest Qualifications/Experience Qualifications ? Experience ? ? ? Skills ? ? ? ? ? Agreed by: Team member: Manager: Essential A sound level of numerical, written and spoken English skills. At least two years of clerical experience with Accounts Receivable and Payroll. Proven history of

management of large scale debtors ledger. Must be capable of interpreting information, with a competent level of problem solving ability. Must be solution focused.

Windows and Microsoft Office applications (Outlook, Word, Excel). Must be a team player and keep their eyes focussed on the wider goals of the organisation. Must be capable of operating with a minimal level of supervision, making appropriate decisions within authorities delegated. A high level of accuracy and the ability to keep detailed file notes. Strong communication, written and verbal. Signature: Desirable ? ? ? Date: An up to date knowledge of payroll legislation would be an advantage but not essential. Some general accounting experience or an understanding of accounting principles would be useful.