

Accounts Officer

Reporting to: Finance Manager
Location: Hokitika
Date Reviewed: 13 November 2018

Position Purpose

This position is responsible for the provision of efficient and effective accounting and financial services to the Westland District Council and primarily responsible for the recording and receipting of all inwards receipts for the Council and the accurate invoicing of all Council Debtors

Functional Relationships

INTERNAL RELATIONSHIPS	EXTERNAL RELATIONSHIPS
<ul style="list-style-type: none"> • Chief Executive • Executive Team • Mayor and Councillors • Westland District Council staff 	<ul style="list-style-type: none"> • Ratepayers, Residents and the General Public • Government Departments • Local Authorities • Local Government New Zealand • Bankers • Suppliers

Limitations of Authority:

As defined in the Delegations Manual.

Financial: N/A

Staff: N/A

Operational:

Key Tasks and Responsibilities

1. Working at Westland District Council

Expected Results:

- a) Uphold the Westland District Council vision for Westland in all activities.
- b) Demonstrate positive and professional conduct at all times, together with a willingness to carry out additional responsibilities as requested.
- c) Demonstrate a commitment to the development of self and others ensuring technical and relevant business skills are current.
- d) Code of Conduct
- e) Adhere to Council Policies, including all Financial Management Policies.

2. Customer Service

Expected Results:

- a) Actively promote and demonstrate good customer service.
- b) Provide a prompt and efficient service within agreed timeframes
- c) Ensure customers are treated with respect and in a friendly and professional way
- d) Ensure information is accurate and easy to understand (jargon-free).
- e) Follow-up all matters to ensure customer is aware of status of query/complaint.

3. Receipting

Expected Results:

- a) Receipts are to be entered daily, correctly updated to the general ledger, all inward cash allocated correctly and processed in a timely manner
- b) Daily processing of all receipts received over the counter, by mail or via the direct credit banking system
- c) Download auto banking and appropriate direct credits to relevant debtor/rates account

4. Debtor System Management

Expected Results:

- a) All water, refuse and other invoicing is processed on a timely basis and invoices are correct and accurate.
- b) Statements are sent out within allocated time frames
- c) Follow up overdue debt as per council procedure
- d) Monthly reporting followed as per council procedure

5. Creditors

Expected Results:

- a) Scanning and input of invoices against Purchase Orders for timely creditor payments
- b) Dealing with creditor enquiries as necessary
- c) Creditor account management
- d) Updating NAX customer database
- e) Advising staff of payment deadline
- f) Reconciling of monthly creditor statements
- g) Ensure all creditors and monthly contract payments are paid accurately and in a timely manner.
- h) File all payment vouchers as required.

6. Office General

Expected Results:

- a) Assist with all types of counter and telephone enquiries.
- b) Balance petty cash
- c) Prepare the monthly vehicle and administration recovery journals

7. Rates

Expected Results:

- a) Assisting the rates officer with debt management, sending out debt collection letters and debts to the debt recovery company
- b) Completing and checking rating information on LIM reports
- c) Answering rating enquires and assisting as required
- d) Other duties as required

8. Other Duties

Expected Results:

- a) Supporting the team by completing other duties as and when they arise

HEALTH AND SAFETY:

- To adhere to all Council and safety plans, policies and procedures including using protective equipment supplied.
- To identify existing or potential hazardous conditions and recommend appropriate corrective actions.
- To report all accidents and near miss events.
- To be familiar with emergency procedures.
- To ensure safe working conditions, develop safe working practices and wear protective clothing and equipment where necessary.
- To implement the removal of hazards where practicable and provide training in this area.
- To investigate accidents and near miss events.
- To ensure staff are trained and kept up to date with any new work safe policy changes.
- To ensure visitors and contractors operate under the Council health and safety policy and procedures.

To meet the Council's statutory responsibilities for civil defence and emergency management you will be expected to participate in any civil defence and emergency management training initiatives and undertake activities, as directed as part of Council's emergency response.

Person Specification

Qualifications/Experience

- Appropriate secondary qualification
- Appropriate Certificate
- Minimum 3 years of experience in a similar role
- Good overall knowledge of policies and procedures
- A high degree of computer literacy

Skills / Attributes

- Excellent verbal and written communication skills
- Ability to ensure that work is completed to a high standard and to meet deadlines
- Ability to work cooperatively as part of a team demonstrating energy, vision and initiative
- Excellent Customer Service skills
- Ability to manage time and prioritise and organise workload
- Attention to detail, ensures information is complete and accurate
- Sense of humour
- Hold a valid full New Zealand drivers licence.
- Able to work outside of normal office hours when required.
- Strong customer focus and effective complaint handling skills and expertise.
- Proven competence with Microsoft Office products, Ibis or similar modelling software and MagiQ or comparable accounting software.
- Professional and courteous manner.

This job description gives a general outline of the duties and is not intended to be an inflexible or finite list of duties. It may therefore be amended from time to time.

Employee's Signature

Date

Manager's Signature

Date