

Position: Administration & Accounts Officer

Position Summary

This position will assist with customer services, administrative and accounting support in the Shire Dundas Administration Office.

1. Department & Management Area

Finance & Administration

2. Base Work Location

Shire Administration Office – 88-92 Prinsep Street, Norseman WA 6443

3. Award/Agreement Coverage

Conditions of employment are governed by the Local Government Industry Award 2020. Industrial Agreement as a state instrument and applicable legislation. This includes, but is not limited to, the *Industrial Relations Act 1979 (WA)* and the *Minimum Conditions of Employment Act 1993 (WA)*.

4. Hours

This position is full time. Working hours will be between 7.30am and 4.30pm, Monday to Friday.

Part time work for this position can be considered for the right candidate.

5. Remuneration Level(s)

Conditions of employment are governed by the Local Government Industry Award 2020. Industrial Agreement as a state instrument and applicable legislation.

6. Delegated Authority

Purchasing as per Council Policy.

7. Extent of Authority

Works and operates within the parameters of Shire's policies and procedures, code of conduct, relevant legislation and as directed by the Chief Executive Officer.

8. Organisational Structure

Directly responsible to the Senior Administration Officer.

9. Key Duties and Responsibilities

9.1 Accounting and Administration Services

- 9.1.1 Distribute, balance and recoup petty cash.
- 9.1.2 Process standpipe applications and maintain access cards.
- 9.1.3 Daily balancing of bank accounts (municipal, licensing and trust).
- 9.1.4 Perform daily bank reconciliations.
- 9.1.5 Maintain minor asset register (update regularly).
- 9.1.6 Maintain receipting of building trust levies and issue payments in line with Creditor Process.
- 9.1.7 Support end of month processes.
- 9.1.8 Validation and reconciliation of credit card payments.

- 9.1.9 Ensure accuracy of purchase orders.
- 9.1.10 Perform monthly ledger reconciliations.
- 9.1.11 Support the preparation of monthly and yearly financial reports.
- 9.1.12 Provide relief support for administration staff when required.
- 9.1.13 Reconciliation of fuel stock.
- 9.1.14 Maintain confidentiality of customer, employee and Council information and comply with the Shire's privacy, records management and information security requirements.
- 9.1.15 Ensure that Risk and WHS standards are always followed and maintained across tasks.
- 9.1.16 Other duties within the scope and classification level as reasonably directed by the Senior Administration Officer and Executive Leadership Team.

9.2 Creditors & Debtors Services

- 9.2.1 Maintain Council's creditors and debtors records.
- 9.2.2 Validate accuracy and authenticity of any change to creditor records.
- 9.2.3 Resolve disputed payments.
- 9.2.4 Support the preparation of monthly creditor reconciliation.
- 9.2.5 Process invoices and make payments within the credit terms.
- 9.2.6 Process invoices in line with Council approved fees & charges.
- 9.2.7 Timely follow up of outstanding debtor balances.
- 9.2.8 Support the preparation of monthly sundry debtor reconciliation.
- 9.2.9 Issue of monthly statements.

9.3 Reception & Customer Services

- 9.3.1 Process the receipt of monies, reconcile daily funds, prepare for banking and transcribe receipts to the computer.
- 9.3.2 Carry out Department of Transport licensing functions.
- 9.3.3 Respond to telephone, email and counter enquiries and refer matters other than routine to the appropriate person.
- 9.3.4 Assist with routine enquiries including gym memberships, rating enquiries, library services etc.
- 9.3.5 Assist with the everyday operations of the Shire's Administration services.

9.4 Accessibility, Inclusion, and Discrimination

The Shire is committed to providing a workplace that is inclusive and accessible for all persons in the workplace including workers, contractors, and visitors. Discrimination of any form will not be tolerated.

9.5 Work Health and Safety

The Shire is committed to protecting the health and safety of all persons in the workplace including workers, contractors, and visitors. The Shire demonstrates this commitment through its health and safety management system that is integrated with Shire activities, services, and people. All staff play a role in creating and maintaining safe work environments.

Shire staff are required to take all reasonable and practical steps to:

- Improve work safety conditions;
- Continuously review and improve its safety performance; and
- Strive to uphold the Shire's core values of safety, knowledge, integrity and leadership in order to achieve its goal of zero harm to people, equipment and the environment.

10. Selection Criteria

10.1 Essential Selection Criteria

- 10.1.1 Developed computer skills.
- 10.1.2 Good time management and organisational skills
- 10.1.3 Strong interpersonal and communication skills.
- 10.1.4 Strong customer service skills.
- 10.1.5 Highly developed organisational skills and the ability to prioritise and meet strict deadlines.
- 10.1.6 Efficient in the use of Microsoft Suite
- 10.1.7 Working knowledge of cash handling and receipting procedures
- 10.1.8 Ability to work with a diversity of people.
- 10.1.9 Experience in similar accounts and administrative roles.
- 10.1.10 Developed numeracy skills

10.2 Desirable Selection Criteria

- 10.2.1 Local government experience.
- 10.2.2 Working knowledge of the local community.
- 10.2.3 Experience with Department of Transport licensing functions.
- 10.2.2 Experience with Synergy.
- 10.2.3 Current Drivers Licence
- 10.2.4 Certificate III or above in Business Administration, Local Government or other related qualification and/or experience in a similar position.