



POSITION DESCRIPTION

ASSISTANT ACCOUNTANT - ACCOUNTS PAYABLE

Location:	Parkville – Currently performed remotely due to COVID-19
Division:	Finance
Salary range:	Salary range \$65,000 to \$74,000 (commensurate with skills and experience of successful applicant).
Employment Type:	Fixed Term Contract to 30/06/2023
Position reports to:	Financial & Systems Accountant

1. POSITION SUMMARY

The Assistant Accountant - Accounts Payable, is responsible for managing end to end accounts payable processes, performing financial accounting month end close journals and reconciliations, and assisting other general accounting matters. The role requires working with multiple internal and external stakeholders to ensure that Orygen is meeting its payment obligations, whilst maintaining appropriate internal controls.

The Assistant Accountant – Accounts Payable works closely with a reviewer to ensure that payments are being processed in line with expectations. The reviewer provides mentoring and training for the position, and supports the effective operation of the Accounts Payable processes.

As a finance team member, the position will require effective communication and a willingness to assist our clients, stakeholders, and fellow team members; including filling in for staff, and being flexible in the work and the prioritisation of work on any given day.

2. POSITION CONTEXT

The Orygen finance team is focussed on delivering quality service to our users, maintaining strong internal controls and facilitating Orygen's operations.

The Assistant Accountant - Accounts Payable is a fixed term contract to fill a vacancy created by an internal promotion. The role operates within the finance team, and will be expected to be performed remotely at present. The role will be expected to return to the office, when public health guidelines make this possible.

3. ABOUT ORYGEN

VISION	Young people to enjoy optimal mental health as they grow into adulthood.
MISSION	Reduce the impact of mental ill-health on young people, their families and society.
VALUES	Respect, accountability, teamwork, excellence & innovation
COMMITMENTS	First Nations people of Australia, young people and their families, LGBTIQA+ people & culturally and linguistically diverse people

4. KEY RESPONSIBILITIES/OUTCOMES

The Assistant Accountant - Accounts Payable will perform:

4.1 Accounts Payable

- Reconcile and record expenses in the accounting systems for organisation credit cards, petty cash and advances, reimbursements, private practitioners (Allied Health Providers) and trade suppliers for both Orygen and University of Melbourne (Centre for Youth Mental Health).
- Review all expenses for authorisation, substantiation, legitimacy, and account coding (including assessments of GST & FBT implications).
- Process payment batches pertaining to: charge outs, credit cards, petty cash, cash advances, reimbursements, private practitioners/allied health providers and trade suppliers on time, within payment terms, and Orygen's KPI's.
- Manage and communicate with internal & external stakeholders for creditor accounts.
- Manage Purchase Orders (PO) for Orygen (including raising PO's in University of Melbourne systems)
- Prepare Intrabank transfers
- Back up the workflow for Accounts Payable entry preparation.
- Manage supplier accounts, including reconciliations, contract administration, and stakeholder management (responsibilities will vary based on the supplier)
- Perform cash advance acquittals
- Preparation of Bank & Cash Reconciliations
- Reconcile the accounts payable sub-ledger to the general ledger
- Provide administrative support and training to staff using Accounts Payable systems, including the development of training resources (manuals, video's etc.)
- Prepare performance reports for the AP function
- Provide feedback on function performance, and possible improvements

4.2 Assistant financial accounting

- Prepare Accrual and Prepayment reconciliations at month end
- Record and reconcile some income accounts (including Medicare income)
- Perform project distribution journals for central operating expenses
- Prepare detailed reconciliations for some projects/accounts (e.g. capital, facilities)
- Prepare audit support for expenses, and other areas as required
- Other general accounting tasks as required

4.3 General Responsibilities

- Manage the finance enquiries Zendesk
- Develop strong working relationships with the finance team and broader organisation
- Maintain a customer service focus when working with stakeholders
- Participate in staff events & training
- Other tasks that may arise in the course of working with Orygen

5. SELECTION CRITERIA

The following criteria must be met for consideration for this position:

- Excellent verbal and written communication skills.
- Strong time management, and efficient processing capacity.
- Attention to detail
- Demonstrated experience or education in general accounting principles
- Proficiency in the use of the Microsoft Office suite; particularly Outlook, and Excel
- Demonstrated ability to work independently and as part of a team
- Demonstrated commitment to providing excellent customer service
- Professional integrity, and adherence to strict confidentiality in all dealings with staff.
- Demonstrated ability to develop and maintain constructive working relationships with colleagues and stakeholders.

Desirable

The following criteria are desirable in a candidate for this position:

- Knowledge and experience of accounting systems, billing systems, Aged Debtors and collections.
- Experiencing of performing general ledger reconciliations.

6. PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Assistant Accountant - Accounts Payable will be expected to have:

- General knowledge of accounts payable, control processes, Australian taxation law, accounting, and audit.
- Proficiency in reading, understanding and implementing organisational policies, rules, and regulations. This should include the ability to synthesize concurrent policies to arrive at a reasonable position, and understand downstream impacts of policy changes.
- Knowledge of general financial processes from other organisations, and be able to integrate this knowledge into the Orygen context to build and improve upon systems.

7. SPECIAL REQUIREMENTS

- Unrestricted right to live and work in Australia
- A current National Police Check will be required.
- Any offer of employment is conditional upon receipt and maintenance of a satisfactory Working with Children Check.