

## Annexure A

### **Angus Australia**

86 Glen Innes Road, Armidale, NSW, 2350  
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Website: [www.angusaustralia.com.au](http://www.angusaustralia.com.au)  
A company Limited by Guarantee  
ABN 56 000 574 210



### **POSITION DESCRIPTION – ACCOUNTS OFFICER (ACCOUNTS RECEIVABLE)**

<b>Reports to</b>	Internal Accountant
<b>Location</b>	Armidale, NSW
<b>Base Package</b>	As per agreement
<b>Role</b>	Report to the Management Accountant and backup to other staff as required.

### **Duties and Responsibilities**

1. Regular data extracts and imports from in-house data bases to the accounting system.
2. Accurate data input of member invoices, adjustments and credit notes into the accounting system.
3. Accurate data input of member payments to the accounting system, balance banking and file bank reports.
4. Reconcile online shop orders.
5. Aid in the preparation of bank reconciliations.
6. Send monthly statements to members.
7. Provide support and liaison with members through telephone and visitor reception (when required).
8. Run important yearly invoicing events.
9. Daily file backups of the accounting system.
10. Provide support for Accounts Payable and Accounts Subsidiaries Officers when required.
11. Assist with other duties as required.

## **ABOUT YOU:**

### **Essential Skills**

- Values aligning with the Angus Australia culture
- Strong organisational and time management skills
- Excellent written and verbal communication skills and not be afraid to speak up.
- Attention to detail and a high level of accuracy.
- Ability to work independently and collaboratively in a team environment.
- Positive, self-motivated and a high follow through approach
- Take on responsibilities, forward planner, task orientated and skilled at prioritizing.
- Willingness to grow and learn [training and mentoring can be provided].
- Previous experience in an Accounts Receivable and or Accounts Payable role
- Proficiency in Microsoft Office Suite (Word, Excel & Outlook)

### **Desirable Skills**

- Experience working with an Agriculturally based organization or have a keen interest in Agriculture.
- Completed or looking to complete a tertiary education in the field of business and finance administration.

A competitive salary is offered, with a supportive team culture and work environment. We also encourage ongoing professional development you continue to grow your skills as the role develops.

For further information contact:

Elliott Connors (Management Accountant)  
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**Please forward your CV and application letter addressing 'About You' to  
[kathryn.duddy@angusaustralia.com.au](mailto:kathryn.duddy@angusaustralia.com.au).**

**Please note applications must address the selection criteria to be considered.**

**Applications close 5pm Friday 27<sup>th</sup> October 2023.**