

## POSITION DESCRIPTION

<b>POSITION TITLE</b>	Financial Accountant - Accounts Receivable (NDIS and Aged Care)		
<b>POSITION OVERVIEW</b>	Responsible for maintaining organisational debtors within limits of the organisation's policy and ensuring the protection of the organisation's investments, minimising losses, and improving recoveries.		
<b>CLASSIFICATION</b>	WCS Level 5	<b>SERVICE LINE   AREA</b>	Finance
<b>EMPLOYMENT TYPE</b>	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> FIXED TERM <input type="checkbox"/> CASUAL		
<b>EMPLOYMENT STATUS</b>	<input checked="" type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	<b>HOURS PER WEEK</b>	38 hours
<b>LOCATION</b>	Callam Office		
<b>IMMEDIATE MANAGER</b>	Finance Manager		
<b>INDUSTRIAL AGREEMENT</b>	Woden Community Service Inc – Caring for our People, Building our Capability to Serve, - Enterprise Agreement 2021-2023		

### REPORTING RELATIONSHIPS

<b>NO OF DIRECT REPORTS</b>	Nil	<b>NO OF INDIRECT REPORTS</b>	Nil
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### KEY RELATIONSHIPS

<b>INTERNAL</b>	Executives, NDIS Manager, CHSP and CASP Managers, NDIS Team, CHSP and CASP Team, Corporate Services Team
<b>EXTERNAL</b>	Government Agencies (e.g., Department of Social Services, NDIA, ACT Government), External Plan Managers, families and service users, Other Community Services Organisations

### KEY ACCOUNTABILITIES

#### GENERAL

- Develop, maintain, and administer the organisation's debt management policy to provide planned cash flow for the organisation and minimise risk.
- Ensure compliance with accounting standards and policies.
- Ensure that systems documentation and procedures comply with legal/legislative requirements to avoid adverse litigation and loss of income.
- Contribute as an effective team member by sharing information, supporting, and proactively assisting colleagues.
- Maintain ongoing evaluation of service delivery by recommending and implementing agreed continuous improvement initiatives to meet organisation goals and timeframes.
- Embody the WCS values of hope, community, responsiveness & integrity into your daily work.

- Work following workplace health and safety guidelines and follow the policies and procedures of the organisation.
- Apply workplace diversity and equity principles at all times.

**Accounts Receivable (CHSP & NDIS)**

- Assist with the preparation of monthly, year-end accounts, assisting with audits, and the preparation budgeting and forecasting of year-end.
- Manage the general ledger, including completion of journals, accruals, and perform month-end tasks.
- Examine financial records to check for accuracy & responding to financial inquiries by gathering and interpreting data.
- Perform day to day accounts receivable functions such as debt collection, bank reconciliation, and invoicing.
- Ensure all invoices are sent to the relevant parties on time.
- Ensure effective and efficient NDIS and CHSP claims management.
- Work proactively and positively with customers and stakeholders, including families, guardians, support coordinators, plan managers, and government agencies.
- Reconcile - all revenue including CHSP, NDIS claims, self-managed participants, plan-managed participants, provide analysis and feedback to management, including aged debtors reports and revenue received monthly.
- Attend to calls, emails/voicemail and take payment over the phone
- Attend to all cash and cheque banking every week.
- Other duties and responsibilities as assigned.
- Ensure your safety, the safety of the community, service users and your colleagues by following the WCS Work Health and Safety Policy and Procedures at all times
- Foster a culture where everyone is valued, respected and recognised by applying workplace diversity and equity principles.
- Apply National Principles for Child Safe Organisations, as applicable for the role.

**EXPERIENCE & QUALIFICATIONS**

**Essential**

- Bachelor in Accounting or a Finance related qualification.
- Sound understanding of accounts receivable processes.
- Strong financial and analytical capabilities.
- Exceptional communication skills.
- Demonstrated stakeholder engagement & relationship management skills.
- Commitment to providing consistent, high levels of customer service.
- Intermediate Microsoft Office skills, e.g., Word and Excel.
- An understanding of the workings of government-funded programs.

	<ul style="list-style-type: none"> <li>• Demonstrated sound experience with finance systems (e.g., XERO) and customer relationship management systems (e.g., Visicase or Lumary).</li> <li>• Excellent customer service skills and teamwork.</li> <li>• Ability to ensure data integrity through demonstrated attention to detail and quality data input.</li> <li>• Effective problem-solving skills.</li> <li>• Ability to achieve goals in a fast-paced environment.</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• NDIS and Aged-Care accounting experience.</li> <li>• CRM and ERP systems experience.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate at all times commitment to WCS' Purpose and Values, and follow the WCS Code of Conduct.</li> <li>• Ongoing employment is subject to a satisfactory Police check and maintaining a current ACT Working with Vulnerable People registration.</li> </ul>

<b>Document History</b>	<b>Original:</b> August 2020	<b>Revised:</b> June 2022	<b>Version:</b> V2
<b>Employee's name</b>		<b>Signature</b>	<b>DATE</b>