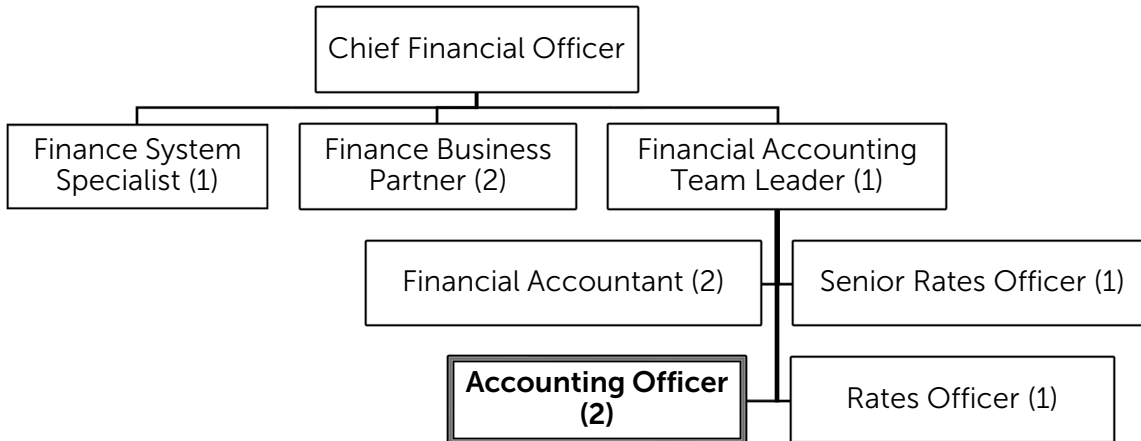


JOB DESCRIPTION

Job Title:	Accounting Officer (Receivables) Āpiha Kaute
Grade:	9
Known on the remuneration tables as:	Accounting Officer
Work Unit:	Finance
Work Group:	Corporate and Governance Group
Reports to:	Financial Accounting Team Leader
Position purpose:	To oversee Horizons' accounts receivable and bank reconciliation functions, while also supporting broader Finance activities to contribute to the team's overall success and efficiency.
Salary:	\$56,247 (85%) - \$66,173 (100%)
Date Updated:	March 2026

ORGANISATIONAL CONTEXT



FUNCTIONAL RELATIONSHIPS

EXTERNAL	INTERNAL
<ul style="list-style-type: none"> ▪ Suppliers of goods and services to Council ▪ Datacom ▪ Contractors ▪ Council debtors ▪ Ratepayers ▪ General public ▪ Local authorities ▪ Debt collection agencies ▪ Banks 	<ul style="list-style-type: none"> ▪ All Horizons Regional Council staff

KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
Accounts Receivables	
<ul style="list-style-type: none"> ▪ Ensuring banking transactions are accurately reconciled between the bank and the organisation's financial systems. ▪ Process and administer debtor transactions and associated debtor information <ul style="list-style-type: none"> - Bulk invoicing runs - Invoice or credit note entry - Maintenance of debtor records - Customer liaison - Invoice & statement production - Statement reconciliation ▪ Assist with collection procedures for overdue debtors ▪ Liaise with banks and collection agencies ▪ Proactively maintain the accounts receivable system, collaborating with Datacom for enhancements, issue resolution, and system testing. ▪ Cash Receipting / Banking duties 	<ul style="list-style-type: none"> ▪ All bank reconciliations are completed accurately and on time, with any discrepancies promptly identified and resolved. ▪ Debtor records are accurate ▪ Customers concerns with accounts are acknowledged promptly and followed up within agreed timeframes ▪ Debtor records are accurate ▪ Invoice & statements are produced on time ▪ Statements are reconciled in a timely fashion and outstanding's followed up regularly ▪ Overdue accounts are kept at consistently low levels ▪ Relevant staff and agencies are kept informed ▪ Accounts receivable enhancements are implemented, issues are addressed promptly, and system tests are thoroughly completed in a timely manner.
Cross-functional Support within Finance	
<ul style="list-style-type: none"> ▪ Provide timely and accurate support to other functions within the Finance team, including but not limited to Rates, Accounts Payable, Accounts Receivable, ensuring seamless operations and adherence to deadlines 	<ul style="list-style-type: none"> ▪ Effectively manages Accounts Receivable responsibilities while also providing timely and accurate support across other finance functions, including cover for Accounts Payable and Rates processing, as required.
Petty Cash	
<ul style="list-style-type: none"> ▪ Maintain a petty cash system and float 	<ul style="list-style-type: none"> ▪ Agreed control standards are met
Corporate Contribution	
<ul style="list-style-type: none"> ▪ Maintain own professional development. ▪ Undertake Performance Development tasks/responsibilities. ▪ Undertake Health and Safety tasks/responsibilities. ▪ Participate in emergency management activities as required. 	<ul style="list-style-type: none"> ▪ Appropriate training and development undertaken as agreed with the Chief Executive. ▪ Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.

<ul style="list-style-type: none"> ▪ Participate and contribute to corporate projects and inter-departmental initiatives as agreed. ▪ Maintain Council plant and equipment. ▪ Fulfil administration-reporting requirements (e.g. timesheets, vouchers, reporting). 	<ul style="list-style-type: none"> ▪ Contribution to projects and corporate initiatives is effective and valued. ▪ Administration requirements are completed timely and accurately.
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PERSON SPECIFICATION

Knowledge/Experience

Essential:

- Relevant experience in accounts or invoice processing
- Accurate and fast data input
- Intermediate Excel and Word skills
- Ability to interrogate information and confirm accuracy
- Strong customer service skills, with the ability to handle queries professionally and resolve issues efficiently
- Excellent interpersonal and communication skills, both written and verbal, to build positive working relationships with colleagues, clients, and stakeholders
- Demonstrated office and administrative experience, including document management, record keeping, and general clerical duties
- Ability to prioritise tasks, manage time effectively, and work independently or as part of a team in a fast-paced environment

Desirable

- Experience in rates or accounts receivable processing
- Experience in accounts payable processing
- Analytical mind set

KEY JOB COMPETENCIES

Advanced Knowledge

- Ability to work as part of a team to meet processing deadlines.
- Excellent communication skills, both written and verbal.
- Able to convert data into a useful resource

Working Knowledge

- Competent in relevant computer programs
- Basic office accounting practices
- Time management skills
- Safe work practices

Awareness

- Sensitivity to differing cultural perspectives
- Sensitivity to different learning and working styles

COMPETENCIES FOR PERFORMANCE DEVELOPMENT

Customer Focus

- Commitment to meeting the needs of anyone they work for and with including colleagues.

Job Knowledge

- Have the knowledge and skills to perform the requirements of the position.

Communication

- Use written and verbal language and style appropriate to the audience and context.

Teamwork

- Work constructively with people as a team member to achieve a common goal.

Dependability and Commitment

- Reliable and dedicated to achieving results.

Continuous Improvement

- Adjusts to change and different perspectives, thinks proactively, pursues opportunities and take appropriate action.

Organising for Results

- Ensures work is completed effectively and within agreed deadlines.

Leadership

- Creates a clear direction, inspires a shared commitment and leads by example.

Developing and Managing Performance

- Builds an environment that is focused on enhancing the skills and performance of individuals and teams.

PERSONAL ATTRIBUTES

- Excellent communication skills (verbal, written, and presentations)
- Agile and forward thinking, with the ability to think strategically and identify innovative solutions
- Good organisation skills, being able to self-initiate work, set own priorities and schedules and work to strict deadlines.
- A natural leader and a team player, with a positive approach to change
- Able to relate to and engage positively with a wide range of people, including Governance.
- A current driver's licence

OTHER REQUIREMENTS

Be prepared to:

- Occasionally work outside of normal business hours.
- Occasional overnight stays away from home.
- Undertake activities, as directed, as part of Horizons Regional Council's response to flood events, environmental incidents and emergency response.
- Maintain a proactive approach to Health and Safety in relation to your responsibilities and ensure legislative responsibilities and codes of practice are complied with.

Ngā uara | o Ngā Pae | Our Horizons Values



Manaakitanga | We care for our places and make a positive difference

We care for our communities and the region's environments. We care for current and future generations.

He kura te tangata | We treasure our people

We look after each other, we uphold each other's mana; we use our different skills to support one another.

Mā rau ringa e tutuki ai | We succeed together

We strengthen our partnerships by collaborating with each other and our communities. We share information, knowledge and experiences because doing things together, works best. We listen to understand each other.

Kia Mau Ki Te Tokanga Nui a Noho

DECLARATION

This position description is prepared on the basis of existing and foreseen duties and responsibilities. As such it will not prejudice further specification and/or rearrangement at a later date. Also it will not prejudice a particular incumbent's ability to achieve personal development through a change (or partial change) in duties and/or position.

Approved: _____ (Manager) Date: ___/___/___

Read and Understood: _____ (Incumbent) Date: ___/___/___