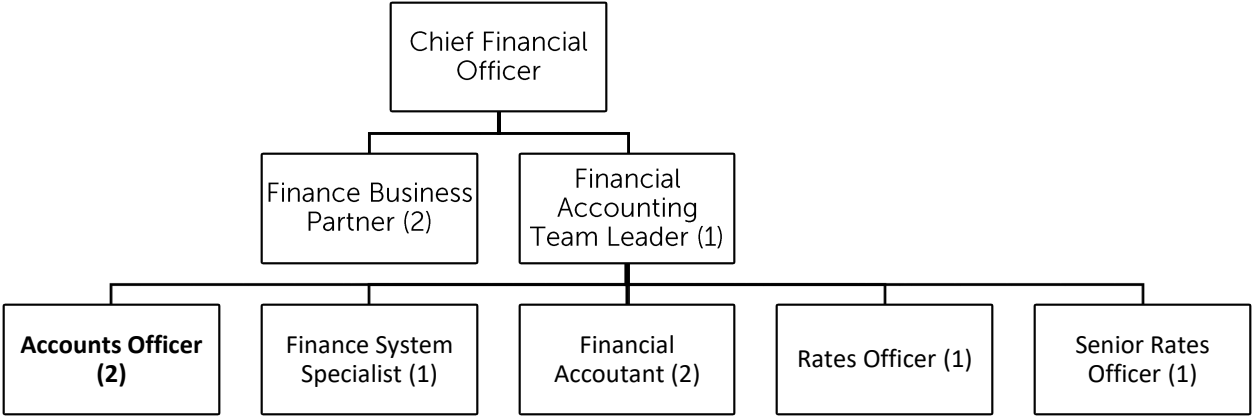




**JOB DESCRIPTION**

<b>Job Title:</b>	Accounting Officer (Receivables)   Āpiha Kaute
<b>Position Title as known on Remwise and Grade:</b>	Accounting Officer - Grade 9
<b>Work Unit:</b>	Finance
<b>Work Group:</b>	Corporate and Governance Group
<b>Reports to:</b>	Financial Accounting Team Leader
<b>Responsible for:</b>	-
<b>Position purpose:</b>	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..
<b>Salary:</b>	\$53,729 (85%) - \$63,210 (100%)
<b>Date Updated:</b>	June 2025

**ORGANISATIONAL CONTEXT**



## FUNCTIONAL RELATIONSHIPS

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

## KEY RESULT AREAS

JOBHOLDER IS ACCOUNTABLE FOR	JOBHOLDER IS SUCCESSFUL WHEN
<b>Accounts Receivables</b>	
<ul style="list-style-type: none"> <li>Ensuring banking transactions are accurately reconciled between the bank and the organisation's financial systems.</li> <li>Process and administer debtor transactions and associated debtor information                             <ul style="list-style-type: none"> <li>Bulk invoicing runs</li> <li>Invoice or credit note entry</li> <li>Maintenance of debtor records</li> <li>Customer liaison</li> <li>Invoice &amp; statement production</li> <li>Statement reconciliation</li> </ul> </li> <li>Assist with collection procedures for overdue debtors</li> <li>Liaise with banks and collection agencies</li> <li>Proactively maintain the accounts receivable system, collaborating with Datacom for enhancements, issue resolution, and system testing.</li> <li>Cash Receipting / Banking duties</li> </ul>	<ul style="list-style-type: none"> <li>All bank reconciliations are completed accurately and on time, with any discrepancies promptly identified and resolved.</li> <li>Debtor records are accurate</li> <li>Customers concerns with accounts are acknowledged promptly and followed up within agreed timeframes</li> <li>Debtor records are accurate</li> <li>Invoice &amp; statements are produced on time</li> <li>Statements are reconciled in a timely fashion and outstanding's followed up regularly</li> <li>Overdue accounts are kept at consistently low levels</li> <li>Relevant staff and agencies are kept informed</li> <li>Accounts receivable enhancements are implemented, issues are addressed promptly, and system tests are thoroughly completed in a timely manner.</li> </ul>
<b>Cross-functional Support within Finance</b>	
<ul style="list-style-type: none"> <li>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</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>Petty Cash</b>	
<ul style="list-style-type: none"> <li>Maintain a petty cash system and float</li> </ul>	<ul style="list-style-type: none"> <li>Agreed control standards are met</li> </ul>
<b>Corporate Contribution</b>	
<ul style="list-style-type: none"> <li>Maintain own professional development.</li> <li>Undertake Performance Development tasks/responsibilities.</li> <li>Undertake Health and Safety tasks/responsibilities.</li> <li>Participate in emergency management activities as required.</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate training and development undertaken as agreed with the Chief Executive.</li> <li>Corporate responsibilities are undertaken and completed accurately, meeting specified standards and within agreed timeframes.</li> </ul>

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

## 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.*

### 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**

Approved: \_\_\_\_\_ (Manager) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Read and Understood: \_\_\_\_\_ (Incumbent) Date: \_\_\_\_/\_\_\_\_/\_\_\_\_