

Position Description

Job title: Accounts Payable / Accounts Receivable Assistant
Location: Level 1, 517 Flinders Lane, Melbourne, VIC, 3000
Hours: Part time 15 hours per week
Reports to: Accountant Assistant and Business Director

Overview of GESA

The Gastroenterological Society of Australia (GESA) sets, promotes and continuously improves the standards of practice, training and research in gastroenterology and hepatology in Australia. GESA is the chief advocacy group for the healthcare professionals and scientists working in this field. GESA's strategic priority is to advance the science and practice of gastroenterology in Australia. GESA strives for the highest standards in research, education and training, quality patient care and clinical practice, communications, and advocacy in the field of gastroenterology and hepatology. GESA's strategic priority areas include:

- **ADVOCACY:** Advocate on behalf of our community and membership to achieve optimal health and research outcomes. This includes providing national leadership.
- **EDUCATION:** Provide and facilitate evidence-based training, clinical standards, education and assessment programs which promote world-class scientific knowledge and clinical practice.
- **RESEARCH:** Foster a culture of enquiry and support basic and clinical research in gastroenterology and hepatology.
- **FELLOWSHIP and COLLEGIALLY:** Promote a culture of collegiality and service. This includes a welcoming environment, united professionals and recognition of the contribution of members and others.
- **GOVERNANCE:** Adherence to the highest standards of clinical and corporate governance. Including a focus on financial sustainability, risk management and legislative compliance.

Our Values

The core values of the organisation underpin everything we do. In representing GESA, we expect all employees to role model the following:

- **SERVICE:** Serve our stakeholders and relevant organisations by providing access to research, education, quality standards, communication and advocacy in the fields of gastroenterology and hepatology.
- **INTEGRITY:** Be open, honest, just, reasonable, respectful and ethical in our relationships.
- **EXCELLENCE:** Be accountable for achieving the best health outcomes for the Australian community.

Position Summary

This role will primarily be responsible for billing, processing of customer receipts, debt collection, processing supplier bills, bank reconciliations and all accounts related administrative duties.

Limitations: In order to maintain financial accountability, this role must not involve the authorisation of banking payments.

Key Responsibilities

Key Areas	Main Priorities
<p>Accounts Payable and Receivable Service Delivery</p>	<p>Customer Invoicing and Receipting</p> <ul style="list-style-type: none"> ○ Bill all customers on a timely basis, file copies as per documented procedures ○ Ensure that customers are billed according to contract details and in a timely manner ○ Record customer payments and prepare daily banking ○ Process manual credit card payments for Membership, Conjoint Fees, other income ○ Reconcile merchant credit card receipts. ○ Issue customer statements on a monthly basis. <ul style="list-style-type: none"> ● Supplier Payments and Expenses <ul style="list-style-type: none"> ○ Collate supplier invoices into fortnightly payment runs, streamlining payment processes wherever possible. ○ Preparing batch payments in Xero ○ Record supplier payments and office expenses in Xero accounting software, coding to appropriate accounts and project codes. ● Reconciliations of Accounts and Reporting <ul style="list-style-type: none"> ○ Reconcile all bank accounts and credit card account on a weekly basis. ○ Maintenance of Asset Register ○ Ensuring all transactions are accurately coded to appropriate accounts and project codes. ○ Basic Project reporting to project managers and executive. ● Reception Duties / General Administration <ul style="list-style-type: none"> ○ Answering telephone when required. ○ Directing calls and answering financial queries
<p>Accountability</p>	<ul style="list-style-type: none"> ● Invoicing and payments in a timely manner. ● Proactively comply with direction from Accountant Assistant, Project Managers, Business Director and CEO ● Effectively utilise GESA resources in line with organisational policies ● Proactively support GESA's vision and mission <ul style="list-style-type: none"> ○ <u>vision</u> of excellence in research and the practice of gastroenterology & hepatology ○ <u>mission</u> - optimise the prevention and treatment of gastrointestinal and liver disease through promotion, quality, research, education and advocacy

<p>People and culture</p> <p>Internal and external stakeholders</p>	<ul style="list-style-type: none"> • Develop and maintain positive working relationships with Accountant Assistant, Business Director CEO, Board, colleagues, faculties, collaborating organisations and committees to achieve the best possible health outcomes for the Australian community • Act in accordance with GESA's 'Code of Conduct' • Engage with internal GESA team, consultants and external stakeholders • External stakeholders include GESA members, external health organisations, government bodies, industry partners and marketing departments, suppliers and other contractors.
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Selection Criteria	
<p>Essential Criteria</p> <p><i>Key capabilities</i></p>	<ul style="list-style-type: none"> • Professional integrity – ethical and accountable, display values of service respectfully and work to high-quality standards when carrying out duties. • Communication - excellent verbal, written and interpersonal skills, clear and effective communication, confident with ability to engage all stakeholders. • Technology - effectively applies technology to maximise efficiencies, musts have a sound working knowledge of Xero online, MS Office, especially Excel. • Prioritising and planning - strong time management and organisational skills able to set clear objectives to successfully executive and deliver to timelines. • Problem solving - models and promotes flexible and solution focused approach. • Attention to detail – highly accurate, quality and outcome focused.
<p>Desirable Criteria</p>	<ul style="list-style-type: none"> • Cert IV Bookkeeping or Accounting
<p>Personal Attributes</p>	<ul style="list-style-type: none"> • Flexible and adaptable with the ability to accommodate shifting priorities • Professional and resilient and actively participant in professional development
<p>Other</p>	<ul style="list-style-type: none"> • The information listed above provides an outline of the duties and responsibilities of this position. The successful incumbent may be instructed to carry out other duties as required by the CEO or the organisation.

CERTIFICATION

I am satisfied that this position description accurately describes the requirements of the position.

CEO/Director of Operations **Signature:**

Name: **Date:**

I have read this document and agree to undertake the duties and responsibilities listed herein. I understand that I may be required to undertake additional duties and responsibilities as required by the CEO or the organisation from time to time.

Occupant/Employee **Signature:**

Name: **Date:**