



JD00008 - Job Description – Accounts Table of Contents

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AMENDMENT RECORD				ISSUE #: 1 ISSUE DATE: 10/09/2018		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

Job Title	Accounts
Area	
You Report to	General Manager
People who report to you	Nil
Sideways delegation and backup	
Emails responsible for	accounts@a2zgroup.net.au
Phone	
Pay	

Position Purpose

To facilitate all aspects of the operational side of your franchisee within your area including but not limited to:

- Communication between head office, clients, Branches and Franchisee about Accounts related tasks
- To Provide accurate documentation in regards to:
 - Accounts Receivable
 - Accounts Payable
 - Payroll
 - Human Resources

Main Tasks

- Accounts
 - Approving of draft invoices in accounting package based of:
 - Service units
 - Auditing of invoices based off
 - Costings
 - Pricelists
 - Time spent on site
 - Completion of payroll based on operating procedures
 - Debt collection for unpaid accounts receivable
 - Processing and payment of Accounts Payable
 - Processing and payment of all Australian Tax Office Obligations
 - Ensuring all insurances are up to date and correct
 - Payment of royalties and marketing funds.
 - Bank account reconciliations
- Reporting
 - Weekly Budget Reports
 - Weekly Payroll Reports
 - Weekly Accounts Payable Report
 - Weekly Accounts Receivable Report
- Human Resources and Staff Management
 - Ensuring of staff onboarding is completed for payroll purposes
 - Conduction weekly payroll as per policies and procedures
- Uphold and assistance with implementation of all A2Z Services Policies and Procedures
- Assisting with the development and implementation of policies and procedures regarding WHS, Quality Management and Environmental Management.

Other Duties

- Fulfilment of other duties as requested by management and department personnel as requested/required for the successful fulfilment of the overall business and other branches

Required Qualities

- Honesty and dependability
- Professional approach.
- Safety awareness
- Awareness of all policies and procedures
- Client centred Approach
- Ability to work under pressure.
- Organisational and time management skills.
- Excellent attention to detail.
- Ability to communicate electronically in a timely fashion with the company

Acknowledgement

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to not only perform other job-related tasks requested by management and as necessitated by the development of this role but to initiate, develop and implement changes that may develop the business.