

# ACCOUNTS ADMINISTRATOR

---

## **Position Rationale**

The Accounts Administrator reinforces and promotes the financial processes at Edmund Rice College (ERC), collaboratively supporting a range of internal and external stakeholders with financial management.

The Accounts Administrator is responsible for all aspects of the accounts payable process and undertakes a range of additional financial tasks to support the monthly financial reporting process at ERC. The Accounts Administrator also provides coverage for the Payroll Coordinator, the College Accountant and school fee administration staff as required when the substantive position holders are on leave or during peak periods throughout the year.

The Accounts Administrator is the single point of contact for all aspects of the accounts payable function, and investigates and resolves accounts payable issues and discrepancies. In addition, the Accounts Administrator ensures all staff are trained and educated in the online ordering and authorisations process through TASSWeb and follow the correct process for placing orders and authorising payments.

## **Principle duties and responsibilities**

The Accounts Administrator is responsible for the following:

- Oversee and administer the entire accounts payable function at ERC.
- Assist staff with all purchasing requests and supplier enquiries.
- Respond to suppliers inquiries and resolve any invoicing issues or discrepancies.
- Implement and manage the online authorisation process of creditors through TASSWeb.
- Deliver training to relevant staff on how to use the online AP authorisation process in TASSWeb.
- Reconciliation and processing of all credit card payments and reconciling to the bank statements.
- Arrange all petty cash payments /reimbursements.
- Processing of manual payments (including BPay, cheques, etc) and entering of all cashbook journals into TASSWeb.
- Monitor regular monthly expenditure to budget. Identify anomalies and make further enquires with the appropriate stakeholder/s.
- Identify invoices related to Fixed Assets and enter the details into the Fixed Asset Register in TASSWeb.
- Identify pre-payments and maintain the pre-payments register.
- Identify invoices relating to valuable assets and ensure they are added to the Library Resource Catalogue System.
- Identify relevant invoices relating to FBT and ensure these expenses are recorded in the FBT worksheet.
- Identify all invoices related to Related Party Transactions and record in the RPT worksheet.
- Identify all invoices relating to capital WIP and record in the WIP worksheet.
- Monitor outstanding purchase orders for monthly accruals.
- Count all cash and prepare weekly bank deposit/s.
- Lead any finance department projects, as requested, to adequately meet the needs of the College.
- Cooperate with all health and safety policies and procedures of ERC and take reasonable care that actions or omissions do not impact on the health and safety of others in the College.
- Other financial related duties as required.

**Qualifications & Skills**

The essential qualifications and skills relating to the Accounting & Payroll Administrator include the following:

- Accounting or bookkeeping qualifications.
- Demonstrable accounting / bookkeeping skills and experience.
- Payroll systems' experience and knowledge of employment entitlements & taxes (desirable).
- Excellent interpersonal, written and verbal communication skills.
- Proven organisational skills, including multi-tasking and meeting deadlines.
- High attention to detail.
- Flexible and with the ability to support multiple stakeholders.
- High level of expertise in computer applications, particularly Microsoft Excel.
- High ethical standards, confidentiality and integrity.

*March 2022*