

POSITION DESCRIPTION

Position Title:	Accounts Officer
Employer:	Brisbane Housing Company Ltd.
Responsible to:	Assistant Accountant
Direct reports:	Nil

Purpose of position

The Accounts Officer will be required to undertake a range of tasks across different functional areas that allow the incumbent to develop a good understanding of the organisation and the workings of the accounting system.

In 6 to 12 months it is anticipated that role will also be responsible for the Accounts Payable and Accounts Receivable functions for a newly created entity of smaller scale, allowing the incumbent to make the role their own and contribute towards the growth of the organisation.

Key area of responsibility are further detailed within the 'Main Responsibilities' section.

Company Context

Brisbane Housing Company (BHC) is an independent, not-for-profit developer, owner and manager of affordable and community housing. Since incorporation in 2002, BHC has a well-earned reputation as a solid and reliable organisation, built through effective working relationships and a personalised approach to customer service.

BHC's Vision is, "Creating homes, empowering lives, enabling transformation" and Mission, "to deliver our Vision by building and maintaining quality affordable homes for people in need and engaging with and supporting people to sustain their tenancies". BHC's core values are:

- Making a difference
- Working with integrity
- Supporting each other
- Working safely
- Our differences
- Being accountable and delivering quality
- Celebrating achievements

Key Result Areas

- High level of attention to detail, particularly for the receipting of tenant rents
- Demonstrated understanding of the trust accounting, accounts payable and accounts receivable processes
- Demonstrated basic understanding of how general ledger journals work and what they are used for
- Effectively utilise Excel
- Ability to pick up new accounting systems and pick up new programs
- General understanding of banking systems and processes for uploading and processing payments
- Working collaboratively with BHC internal stakeholders.
- Demonstrating professionalism at all times, including personal presentation and behaviour.
- Contributing to maintaining a safe work environment (WH&S).
- Proactively contributing to the activities of the Finance Team.

Main Responsibilities

Accounts Payable

BHC processes around 200 invoices per week.

- Creating purchase orders (“POs”)
- Attaching invoices to POs
- Monitoring the accounts payable inbox
- Backup person for payment runs
- Assisting the Assistant Accountant with other ad hoc duties as requested

Accounts Receivable.

BHC raises around 130 invoices per month.

- Invoicing tenants for damage that has been caused to properties (Tenant Damage Invoicing)
- Reviewing debtor ageing reports and following up on outstanding invoices
- Receipting of incoming funds
- Assisting the Accounts Receivable Officer with other duties as requested

Accounting

- Ensure banking transactions are processed correctly through the accounting system
- Completion of bank reconciliations
- Preparation of direct debit payments
- Preparation of basic general ledger journal entries
- Assist with the preparation of quarterly resident account statements
- Assist with solar credit refunds
- Undertaking other ad hoc tasks as requested

Other – General

- Undertake further tasks and responsibilities as may reasonably be required from time to time and as communicated.
- Operate in line with BHC’s Code of Conduct, Values, Policies and procedures including as amended from time to time.

- Behave in a manner that contributes to a workplace that is free of discrimination, bullying and harassment at all times.
- Represent BHC in a professional and capable manner at company events and external functions/training days attended.
- Follow all reasonable direction given by the Company in relation to Workplace Health & Safety, and through actions contribute to culture of safe work.
- Participate in training as may be required.
- Comply with local, state and federal laws.

Delegation

This role does not currently require a designation under BHC's Authority and Delegations Policy, unless or until otherwise notified by the CEO

<i>Position occupant</i>	<i>I have reviewed and confirm my understanding of this Position Description and the duties involved.</i>	<i>Signature</i>
		<i>Date / /</i>
 <i>Name of Supervisor</i>	 <i>This position description has been discussed with the occupant</i>	 <i>Signature</i>
		 <i>Date / /</i>

BHC Position Description

Job Title: Accounts Officer
Approved by: Chief Financial Officer

Last updated: February 2024