# ACCOUNTS RECEIVABLE

When hiring a new employee it is important to provide them with a position description outlining, among other things, the tasks the employee will be required to undertake and the skills and knowledge needed to perform the role.

The following template may assist employers in developing a position description. The template can be easily modified to meet the requirements of the business. Be advised that information contained in this template is general in nature. If you are unsure about how best to write a position description that is suited to your workplace, please call the Workplace Relations Advice Line on (03) 8662 5222.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our experienced workplace relations consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. The consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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## POSITION DETAILS

|  |  |
| --- | --- |
| Position Title: | Accounts Receivable Officer |
| Job Type: | Permanent full-time |
| Hours of Work: | 38 hours per week, Monday to Friday. |
| Reports to: | Accounting Manager |
| Award: |  |
| Date of Appointment: |  |

## POSITION REQUIREMENTS

|  |  |
| --- | --- |
| 1.Main Duties | ***Outline the key duties and responsibilities of the role.*** For example:* Recording and processing invoices and credit notes;
* Accounts receivable reconciliations;
* Ensuring that collection of overdue accounts is performed and targets are met;
* Liaising with the Village Accounting Manager regarding debts that would be considered a risk;
* Providing accurate and detailed reports when required; and
* Ensuring customer relationships are maintained at the highest level.
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| 2. Qualifications | ***What qualifications are required for the role?***For example:Certificate of Business Administration |
| 3. Skills | ***List the skills needed for the job.*** For example:* Advanced skills in Microsoft Excel.
* Excellent written and verbal communication skills.
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Employee Signature: Date:

Employer Signature: Date: