

ROLE DETAILS

Employee Name		Staff Category	Full Time
Position Title	Accountant	Reg. Hrs/Week	37.5
Ministry Area	Finance	Reports to	Finance Manager
Executive Ministry Area	Corporate	Entity	Riverview Church

ROLE SUMMARY

Overall description of the role including – purpose, broad scope and strategic importance.

To attend to the accounting and financial reporting for Riverview Church.

KEY RESPONSIBILITIES

List In order of importance/priority

Key Result Areas (Primary responsibilities/tasks)	% Role	Key Performance Indicators
Banking & Bank Reconciliations <ul style="list-style-type: none"> Oversees weekly banking Prepares bank reconciliations Prepares weekly cash reports Cashflow management 	15%	<ul style="list-style-type: none"> - Accuracy of banking - Timeliness of bank reconciliations - Completeness of credit card log and supporting documentation.
Period End Processing and Reporting <ul style="list-style-type: none"> Preparation of month end journals and adjustments Preparation of month end management reports and governance reports Variance analysis Assist with year end journals and adjustments Assist in preparation of year end financial reports for all entities Assist with year end audit activity Assist with annual budgeting and budget maintenance 	20%	
ATO and Other Agency Compliance <ul style="list-style-type: none"> Preparation and lodgement of monthly BAS and IAS Submission of reporting to ACNC and other not for profit agencies Reporting for grant acquittals to funding agencies 	10%	
Accounts Payable and Accounts Receivable Oversight <ul style="list-style-type: none"> Reviews creditor payment runs and other payments Prepares international money transfers Reviews reimbursement requests Attend to queries from accounts payable staff Ensures that all audit documentation for payments are adhered 	15%	<ul style="list-style-type: none"> - Timeliness of payments to creditors and others - Proper invoices and receipts maintained for reimbursements and other payments
Invoicing <ul style="list-style-type: none"> Prepares and sends out invoices as and when required, including car park lease invoices, cafe invoices and event invoices 	5%	<ul style="list-style-type: none"> - Timeliness in preparing invoices

<p>Assisting Other Ministry Areas</p> <ul style="list-style-type: none"> • Assist other Ministry Areas with any financial queries • Attend to EFTPOS machine queries (corresponding with bank about repairs/upgrades) 	15%	- Assistance provided to other Ministry Areas regarding finance
<p>Administration & Others</p> <ul style="list-style-type: none"> • Assists the Finance Manager as and when required • Maintains proper digital and paper filing systems • Substantiates financial transactions by auditing documents • Completes monthly data backups from Xero and during upgrades • Attends to or delegates to team members general finance office administration • Assists with archiving (including ordering boxes) 	20%	- Proper documentation maintained

GROWTH OPPORTUNITIES

Major opportunities facing this role, now and into the future

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OTHER DETAILS & REQUIREMENTS

Any other information relevant to understanding the role

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| <ul style="list-style-type: none"> • Attends or is willing to attend Riverview Church • Symmetry and alignment with beliefs, values and theology of Riverview Church • Compliance with the expectation of all staff to assist with Riverview events |
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KEY COMPETENCIES

Key requirements for success in role (qualifications/skills/experience/behaviours/attributes)

Essential

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| <ul style="list-style-type: none"> • Tertiary accounting qualification and 3-5 years experience or highly experienced bookkeeper with accounting and tax knowledge. • Experience with accounting journals and understanding financial reporting. • Experience using Xero accounting software. • Sound computer skills and intermediate level Excel skills. • Clear written and oral communication skills. • Ability to analyse information, problem solve and think systematically with a high attention to detail. • Ability to meet deadlines, ability to plan, establish contingencies and keep management informed of progress. • Sound knowledge of accounting principles. |
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Desirable

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| <ul style="list-style-type: none"> • Ability to work within a team environment. • Desire for continuous improvement and to grow with the organisation. |
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Resources required (Change as relevant)		Details
Keys	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Workstation/Office	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Computer	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Network Access	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Telephone	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Mobile or allowance	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Other	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

Last reviewed by	Ray Darch	06/03/19
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