



ADMINISTRATIVE ACCOUNTS OFFICER

JOB REFERENCE AND GENERAL REQUIREMENTS

Summary:

Primarily as the Administrative Accounts Officer at the Head Office providing administrative support to management, processing customer accounts, maintain a clean presentable workplace, any other duties as directed and co-operate as a productive team member of the Tegra group.

Main Duties Include but are not limited to:

- Provide administrative services to management and staff;
- Set up, processing, issuing/mailling and follow up of customer accounts;
- Processing, claims and follow up of overdue and outstanding accounts;
- Banking of customer cheques and COD monies;
- Maintain a high level of confidentiality in the handling of all information, documentation and records;
- Maintain and process financial information and records;
- Accurate data entry into MYOB, Attache and WeighMore programs;
- Accurate data entry to MS Word, Excel and Access programs;
- Maintain filing of documentation both electronic and paper;
- Financial reporting as requested.

Other Objectives and Challenges Include:

- Contribute towards improvement and streamlining of processes;
- The ability to be adaptive and accepting of new ideas;
- A willingness to approach new challenges and adjust plans to meet new priorities;
- Maintain a sustained level of concentration in a volume processing activity to ensure accuracy and identifying errors;

- Prioritise your own workload in order to manage daily work and meet deadlines;
- Work autonomously and exercise judgement and initiative particularly when dealing with issues and inquiries that are urgent and complex.

General:

- Commit to always providing the highest level of customer service;
- Ensure at all times you are neatly dressed and presented in accordance with company policy and procedure;
- Conduct yourself in a proper and professional manner in accordance with company policy and procedure;
- Work in a safe manner in accordance with company WHS policy and procedures;
- Attend training seminars or courses as required;
- Complete in-house induction and training.

Skills and Qualifications:

- High standard of computer/keyboard skills and word processing;
- Experience using MYOB, Attache, MS Office including Word, Excel, Access and Outlook programs;
- Good written and oral communication skills;
- Previous accounting and payroll experience.

Reporting:

- Report directly to senior management.