



Accounts Receivable Officer

- **Full time (37.5 hour week)**
- **Mt Waverley Based**
- **Salary Packaging**

The Accounts Receivable officer is responsible for collecting customer debts and accounting for receipts. This includes the acquisition and management of resources essential for the delivery of these services.

Key responsibilities of this role include:

- To collect all debts from customers to ensure timely, compliant and most cost effective outcomes for St. John.
- To receipt and bank all monies received in a timely manner.
- To reconcile all debtors accounts and continuously follow-up on delinquent debtors.
- To ensure customers pay their debts within the agreed terms.
- To manage the refund process.
- To raise miscellaneous invoices when required
- To provide analysis of debt collection activity on a regular basis.
- To recommend write-off of uncollectible debts.

The ideal candidate will possess:

- Specific experience in accounts receivable
- Specific experience in reconciliation of accounts
- Specific experience in dealing with customer queries
- Success in working in a complex business environment where timely follow through on deliverables is essential
- Previous experience that demonstrates an ability to deliver service to internal and external customers
- Competent in using Microsoft Office suite and database
- A high level of written and oral communication skills
- Working knowledge of administrative processes for successful accounts receivable management
- High level of organisational and time management skills
- Excellent phone manner
- Excellent customer service skills

Email your CV and cover letter to careers@stjohnvic.com.au. For further information please contact **Ian Ashman** Chief Finance Officer on 03-8588 8320.