

<b>Position title</b>	<b>Accounts Payable and Receivable Officer</b>
<b>Reports to</b>	<b>Finance Manager</b>
<b>Award agreement</b>	<b>Health and Allied Services, Managers and Administrative Workers (Victorian Stand-Alone Community Health Services) (Multi Employer) Enterprise Agreement 2022 – 2026</b>
<b>Classification</b>	<b>Admin Officer Grade 1</b>

## About Your Community Health

Your Community Health is a progressive, high quality, independent community health service. It provides a wide range of community-based health and social support services including primary care, allied health, oral health, mental health, harm reduction, social support and health promotion services. Our three comprehensive health centres are located in Darebin, but we are here for everyone in the diverse communities across Melbourne. We work in partnership with our communities and other services using a combination of outreach, home-based and centre-based activities and co-located services.

More information is available at: [www.yourch.org.au](http://www.yourch.org.au)

<b>Vision</b>	Health and wellbeing for everyone
<b>Purpose</b>	We partner with people and communities to deliver health and wellbeing services and promote equity
<b>Our organisational values</b>	<p><b>Courage</b></p> <ul style="list-style-type: none"> <li>• We are progressive</li> <li>• We are creative and resourceful</li> <li>• We challenge the status quo for the benefit of our communities</li> </ul> <p><b>Empathy</b></p> <ul style="list-style-type: none"> <li>• We are caring and inclusive</li> <li>• We celebrate and value diversity</li> <li>• We work collaboratively and respectfully</li> </ul> <p><b>Integrity</b></p> <ul style="list-style-type: none"> <li>• We are ethical, honest, reliable and fair</li> <li>• We listen and are accountable to our communities</li> <li>• We earn and build trust</li> </ul> <p><b>Achievement</b></p> <ul style="list-style-type: none"> <li>• We are outcomes-focused</li> <li>• We are adaptable and always learning</li> <li>• We continuously improve</li> </ul>

## Statement of Inclusivity

Your Community Health is committed to providing an inclusive and accessible environment where people and communities of all identities and backgrounds (including but not limited to, ethnicity, faith, socio-economic circumstance, sexual orientation, gender identity, ability, bodies, migration status, age and Aboriginal and Torres Strait Islander descent) are accepted, safe and celebrated. We achieve this through the guidance of our values and principles.

Your Community Health understands the need to ensure that meaningful inclusion is built into the organisational DNA and to create an environment that attracts team members that reflect the communities we serve.

Your Community Health look to actively encourage members applications from of the LGBTIQ+, Aboriginal and Torres Strait Islander peoples, Disability, culturally and linguistically diverse communities and those with lived experience in areas in which we work. We work to address barriers in full participation.

## About the Finance team

The Finance Team is integral to supporting the operations of YourCH and is responsible for strategic financial oversight and advice, financial management and budgeting, accounts payable and receivable and payroll. The team sits within the Corporate Services Directorate. As part of YourCH we are passionate and enthusiastic staff working towards our vision of a health and wellbeing for everyone and creating an environment that is inclusive and representative of the communities in which we serve.

## Position Purpose

The Accounts Payable and Receivable Officer is responsible for delivering high-quality financial support through the effective management of both accounts payable and accounts receivable functions. This role ensures the accuracy and integrity of financial data, supports timely and compliant processing and contributes to the organisation's financial health through strong reconciliation practices and stakeholder engagement. The position plays a key role in maintaining trust with vendors, clients and internal teams by upholding financial controls, service standards and efficient transaction processing in line with YourCH's policies and values.

## Position responsibilities

- Accounts Payable
  - Maintain accurate supplier data across financial systems.
  - Oversee the full accounts payable function, ensuring compliance with financial policies, payment terms and delegated authorities.
  - Undertake high volume processing of invoices and credit card transactions and importing into the finance system.
  - Following up senior staff for approving of supplier transactions.
  - Manage corporate credit card processes and employee expense claim workflows.
  - Ensure accurate and timely processing of payments in alignment with organisational procedures.
  - Support financial reporting through reconciliation of accounts payable-related balances.
  - Foster positive relationships with vendors and internal stakeholders, ensuring efficient issue resolution.
  - Undertake high volume processing of invoices and credit card transactions and importing into the finance system.
  - Completing fortnightly payment run
- Accounts Receivable
  - Maintain accurate customer records and data integrity across client and finance systems.
  - Oversee the end-to-end accounts receivable process, ensuring timely and accurate invoicing, receipting and reconciliation.

- Provide support and guidance to internal programs on receivables processes and systems.
- Ensure compliance with agreed service levels and key performance indicators for receivables and credit management.
- Lead debt recovery activities in accordance with policy and with sensitivity to diverse client needs.
- Importing Invoice templates from client management systems into the finance system
- Reconcile client invoices and payments in a client management system
- Develop and maintain Standard Operations Procedure Manual with all procedures relevant to this role
- Support financial reporting through Balance Sheet reconciliation of accounts payable and receivable-related balances.
- Report any known breaches of internal controls or YourCH policies and procedures to the Finance Manager
- Demonstrate an understanding of the principles of quality assurance and continuous improvement
- Identify and report any risks associated with the accounts payable and receivable function

### **Position requirements (qualifications, skills, knowledge and attributes)**

#### **Skills and Competencies**

- 3+ years Accounts Payable and Receivable experience (essential)
- Experience implementing and working with a range of Accounts Payable and Receivable software (i.e. automated expense management system, scanning solution, etc)
- A strong understanding of accounts payable and receivable systems, processes and internal controls
- Experience using MYOB
- Experience in Debt Collection
- Experience using Microsoft Office (especially Excel)

#### **Expected behaviours for all YourCH team members and volunteers**

- Support the provision of services that are inclusive, safe and high quality
- Maintain staff, volunteer and client confidentiality at all times
- Work in partnership with the community, clients and staff to achieve our vision
- Ensure an inclusive and safe workplace for clients, visitors, volunteers and staff
- Work in accordance with Your Community Health Policies and Procedures

#### **General**

- Your Community Health requires declarations and personal information relevant to employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 1988.
- The successful applicant is required to provide evidence of eligibility to work in Australia.
- Employment is contingent on a satisfactory Police Records Check, valid Working with Children Check and NDIS Worker Screening check clearance (when required). Where the preferred applicant has lived or worked overseas for a continuous period of 12 months or more within the past 10 years, they are required to provide an international police check for all countries that they have lived in for that period.
- Applicants who are not currently employed by Your Community Health are required to complete a Pre-existing Illness/ Injury Declaration Form.
- Management, in consultation with the staff member, reserves the right to modify this position description when required.

### **Relationship to Performance Development and Review Plan**

This position description operates in conjunction with, and forms part of the relevant individual Performance Development Review Plan aligned to the organisational Strategic Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

**Your Community Health is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Disability, Culturally and Linguistically Diverse and LGBTIQA+ communities to apply.**