



Position Description

Incumbent:	Job title: Accounts Receivable
Reporting to: Accountant	Department: Finance
Salary/Classification: Confidential	Employment Status: 26 hours per week, permanent
Direct Reports: Nil	Previous Versions: Updated: July 2020

The Organisation:

The Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) is the leading standards body responsible for the training and education of specialists and GP obstetricians in obstetrics and gynaecology in Australia and New Zealand.

RANZCOG is committed to the establishment and maintenance of the highest possible standards of practice in women's health and provides programs in training, accreditation and continuing professional development (CPD) that are responsive to the evolving health care needs of women.

RANZCOG supports research into women's health and act as an advocate for women's healthcare by forging productive relationships with individuals, the community and professional organisations, both locally and internationally.

Our Values:

RANZCOG Staff are expected to uphold our Staff Values:

- Excellence
- Education
- Integrity
- Respect
- Advocacy
- Kindness

The Team:

The Corporate Services unit consists of specialist teams who support the achievement of strategic objectives of the College through the provision of key enabling services including Finance, IT, Human Resources, Facilities and Knowledge Management.

Your Role:

- Ensure accounts receivable invoices and relevant reports are generated in a timely and accurate manner and as per College requirements.
- Manage the College debtors accounts and ensure monies are collected as per terms and policies.

Key Responsibilities:

- Process accounts receivable (membership and sundry) including raising invoices and issuing of receipts
- Manage annual membership renewals (6000+) and annual training fee invoicing processes
- Process daily banking for various bank accounts
- Manage College's debt collection process in a timely and effective manner
- Manage members and other sundry debts queries
- Ensure relevant College policies and procedures are adhered to at all times
- Liaise with Regional and New Zealand offices regarding accounts receivable matters
- Back up accounts payable as required
- Document financial procedures with regular update for relevance
- Assist Accountant with month end reconciliations, including bank reconciliations

Key Selection Criteria:

The **Candidate** will have:

- Experience in Accounts Receivable, bank reconciliation and debt collection
- Intermediate Excel skills e.g., Pivot tables and V-lookup, and ability to analyse and reconcile data
- Good systems skills
- Demonstrated ability to work to deadlines
- Excellent interpersonal, verbal and written communication skills
- Strong member relationship management and customer service skills
- Ideally, experience with Dynamics365 BC
- Demonstrated ability to work autonomously and as a team member

Qualifications:

As an **Ideal Candidate** you will have completed:

- Tertiary qualification in Accounting, Business or Commerce or extensive experience in an accounts environment

Key Challenges:

- To assist in the maintenance of accurate and timely accounting records that meet audit requirements and allows the preparation of accurate management accounts.

Workplace Health and Safety:

All employees have a personal responsibility to work safely and to abide by health and safety legislation, policies, rules and established safe work practices. All employees are responsible for their own safety and that of fellow employees.

Declaration:

I _____ acknowledge that I have read and understood the **Accounts Receivable Coordinator** Position Description.

I accept that the Position Description may be subject to amendments and updating periodically due to organisational requirements.

Employee: _____ (signature) Date: _____