

BOWRA & O'DEA

FUNERAL DIRECTORS

ACCOUNTS OFFICER

The O'Dea family and their staff have been committed to providing outstanding service to their clients since 1888.

The Company is looking for a full-time Accounts Officer who has been employed for a minimum of three to five years in a similar role, or an accounts payable role. Bowra & O'Dea is a progressive company which is seeking an officer who is highly experienced with creditors, and has a working knowledge of payroll and debtors to an intermediate level.

The successful candidate will have the following essential attributes:

- A minimum of 3-5 years' experience in an administration/accounts role
- Exceptional attention to detail
- Good time management and ability to multi- task
- Excellent communication skills, both verbal and written.
- Excellent computer skills including Microsoft Office in particular Excel
- Methodical and task focused
- Critical thinking and problem-solving skills
- Excellent organisation skills, phone manner and well-presented.
- Willing to learn and apply new skills including new software applications
- Ability to complete your work without constant supervision.
- Ability to work under pressure and to meet deadlines.
- Accounts qualification is desirable but not a requirement.

The ordinary hours are to be worked Mondays to Fridays within the range of 8:00am and 5:00pm. The location for this role is on Beaufort Street, Highgate.

Please note that applicants must have the right to live and work in Australia.

If this role appeals to you then you are encouraged to apply, applications must contain your resume and a covering letter stating why you believe you are suitable for the position.

Please go to <https://bowraodea.com.au/about/employment-opportunities/> for full details on the position.

Applications close 5pm (AWST) on Sunday, 2nd May 2021

BOWRA & O'DEA

FUNERAL DIRECTORS

DUTY STATEMENT

ACCOUNTS OFFICER

Our Mission

To provide quality funeral service and facilities with respect, care and understanding for the families we serve.

Our Values

- *To provide customer service excellence, through continuous staff training and development.*
- *To be professional and ethical at all times.*
- *To treat the deceased with compassion, respect and care.*
- *To provide a safe and caring workplace where people can achieve with pride.*

Our Goal

To be the leader in Funeral Services

KEY RESPONSIBILITIES

The Accounts Officer is directly responsible to the Financial Controller and is required to effectively and efficiently assist the Accounts team.

The Accounts Officer is required to check, process and pay creditors' invoices, maintain databases, produce reports, enter accounts information, cross check reports, undertake audit preparation activities and provide assistance to the Financial Controller and Senior Accountant in regards to internal accounting processes and assist administrative staff from all branches in regards to invoicing or accounts receivable queries.

POSITION RESPONSIBILITIES

Duties in relation to the position include, but are not limited to, the following —

1. Accounts Payable

- (a) Ensure creditors' invoices are correctly authorised to show they are accurate and tax compliant.
- (b) Match Creditors' invoices to receipted goods and services, coding and entering the data.
- (c) Schedule payment of creditor invoices to fully use credit terms whilst maximising discount receivable and answering creditors' queries.
- (d) Prepare and process cheques.
- (e) Reconcile creditors' statements and creditors' ledger with the general ledger.

- (f) Maintain the currency and accuracy of the filing system for all accounts payable documents (electronic and/or hard copy) and cash received sheets.

2. Sales Order Processing and Accounts Receivable

- (a) Check FAS 'Funeral Arrangement System' records against processed sales orders to ensure all orders have been correctly processed.
- (b) Process discounts and correct ageing allocations.

3. Payroll and Related Activities

- (a) Check and verify employees' claims for incentive payments
- (b) Maintain the database of incentive payments

4. Provide assistance to the Financial Controller

(a) Banking

On a daily basis –

- i. Assist the Financial Controller with the day-to-day reconciliation of receipting and banking.
- ii. Check that all deposits received are updated into FAS.

(b) Supplier Invoicing

On a daily basis -

- i. Check all IMP, MCB and Unforgettable invoices against the entries in FAS

On a weekly basis –

- Prepare the weekly payment run of offerings to Clergy and Celebrants
- Update changes to the Clergy and Celebrant database in FAS

(c) Sales Invoicing

On a monthly basis –

- i. Check all Sundry invoices to ensure that all items have been correctly invoiced.
- ii. Check FAS to ensure that all funerals have been invoiced.

(d) Debtors

- i. On a daily basis, write off administration fees in debtors.

(e) General Ledger

- i. At month end, assist with the reconciling of the general ledger control accounts.
- ii. Each month, assist with the preparation of the GST returns and reconciliations.
- iii. Annually assist with all year end reconciliations.

5. Administrative Responsibilities

- (a) Welcome visitors to the office and assist them with their enquires in a professional and efficient manner.
- (b) Receive incoming calls, assisting the caller where possible or directing the call appropriately, as required.
- (c) Ordering and maintaining of stationary, coffee, biscuits ect for all branches.

6. Work Standards

Work collaboratively and respectfully with all staff and continually strive to fulfil the following standards and work ethics.

- (a) Punctual.
- (b) Display an excellent standard of personal presentation.
- (c) Project a warm, welcoming and helpful approach when dealing with all clients and enquiries, using initiative and willingness to appropriately assist.
- (d) Careful, accurate and thorough approach to documentation (electronic and/or hard copy). Prepare and present all material in a professional format, with particular attention to detail including compliance with legislative requirements.
- (e) A high standard of organisational skills, with the ability to coordinate numerous tasks at the same time and to work under pressure.
- (f) Deal calmly and effectively with emotionally difficult situations.
- (g) Maintain a good standard of computer skills.
- (h) Be receptive to instruction, willing and flexible to adapt to changed situations at short notice, and adhere to protocols and standards.
- (i) Maintain a current WA Driver's Licence and sound driving record.

STAFF EXPECTATIONS

1. Maintain a commercial awareness appropriate to the industry and promote the Company at every opportunity. Develop and maintain a high profile for the Company within the community.
2. Excellent client service; being flexible, identifying a family's funeral needs and/or client's media needs, including appropriate sensitivity and helpfulness, demonstrating discretion, tact and diplomacy.
 - (a) Ensure that the exemplary level of customer service is also provided at every opportunity.
3. Be reliable, accept responsibility and be good natured with a cooperative approach to working with other staff throughout both the Company to achieve the objectives of the position.
4. Be willing to acknowledge and accommodate the practices of all religions and cultures.
5. Display a high level of personal integrity — demonstrate trust, confidentiality and honesty.
6. Actively support and abide by the "Non-Negotiables" developed by staff in 2014.
7. Accept and work in accordance with the Company's policies and procedures, current and future. Health and safety is the responsibility of all. (*Also refer to the Workplace Health & Safety Manual*).
8. Attend and actively participate in meetings, and training and development, as required.
9. Strive to implement productivity, quality and service improvements on a continual basis.
10. Operate effectively as a 'team player' at all times and fully support the management and staff internally and between Branches/Departments.

Bowra & O'Dea recognises that Duty Statements are dynamic documents and, as such, are reviewed annually or as required.