



POSITION TITLE **Accounts Coordinator**

REPORTS TO Managing Director

DATE July 2010

COMPANY INFORMATION:

Mission Statement

Who: Bowhill Engineering is a family business, based on the River Murray in rural South Australia. Our growing business contains creative & enthusiastic staff who enjoy being technically stimulated in an innovative environment.

What: We specialise in heavy and complex structural engineering

What do we stand for: We have a desire to succeed against all odds. Some of our core values include: Honesty, belief in others, commitment & resourcefulness. There is a strong desire to increase our teamwork to underpin that we are a together powerful group.

Why: Our culture & team oriented atmosphere go along way towards our personal gratification. We enjoy being worthy to our clients and making a difference. Our aim is to be a successful & profitable business that has poise & stability.

Vision statement

The leading supplier of heavy and complex structural engineering for projects that embrace technical challenges.

attitude of excellence

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MAJOR FUNCTION:

As Team Leader for the administration division, this position demands high-quality leadership of the team for solid performance in all areas.

Reporting to the Managing Director, the **Accounts Coordinator** is responsible for all financial aspects of Bowhill Engineering. Specifically, **accounts payable & receivable, general ledger reconciliations, financial reporting & analysis, ATO compliancy & production data entry**. You will also be responsible for enhancing financial and administration policies & procedures

JOB SPECIFICATION

DUTIES & RESPONSIBILITIES:

1. TEAM LEADER

- Coordinate Weekly Admin Meetings (short term planning)
- Chair Administration Meetings - MRMA (reporting & procedural reviews)
- Coordinate Team Building Sessions
- Line Manager to Administration Staff (Manage day to day issues, staff rosters, leave approvals)

2. FINANCIAL – Accounts Payable

- Process all purchases; arrange authorisation of payments and final payment of accounts in a timely manner.
- Manage Suppliers Card Register and Purchases Register.
- Manage filing and archiving of all Invoices and Statements.
- Manage the Project Card & Job Card Analysis

3. FINANCIAL – Accounts Receivable

- Approve & Create New Customer Accounts
- Manage Customers Card Register & Sales Register
- Liaise with Customers regarding Account queries
- Manage all Sales/Receivables for Counter Sales and Job Cards
- Produce accurate and timely Project Progress Claims in with Project Manager/s
- Print Invoices & Statements and send out ASAP after the last day of the month.
- Manage all outstanding accounts and undertake any recovery of moneys owed in line with the Bad Debt policy & procedure.
- Maintain registers of and manage Bank Guarantees and Project Retentions.

4. TAXATION

- Reconcile GST Monthly, monitor GST coding, prepare BAS and send using ECI.
- Monthly Diesel Fuel Rebates
- Annual FBT & Payroll Tax Returns

5. GENERAL LEDGER

- Undertake monthly reconciliation of General Ledger Accounts as per EOM procedure.
- Check sales and purchases use correct General Ledger accounts.
- Undertake General Journal entries where appropriate.

6. FINANCIAL BANKING & ASSETS

- Manage Petty Cash through paperwork and reconcile at the end of each month.
- Undertake Banking procedures and reconciliation of all bank accounts.
- Liaise with management team to manage cash flow and finance requirements/options.
- Manage Assets Register & Service Register
- Maintain registers of company insurance policies, vehicles, and telecommunications.

7. FINANCIAL REPORTS

- Undertake Mid Month Financial Reports weekly and forward to management with appropriate notes regarding financial status of the company.
- Undertake End of Month (EOM) and End of Financial Year (EOFY) procedures.

8. INVENTORY

- Maintain electronic inventory on MYOB.
- Update electronic inventory following annual stock take.

9. IT CHECKS & SUPPORT

- Coordinate the Daily Backup of Server Data and tape rotations.
- Check the Symantec Anti-Virus Definition Files are being updated automatically
- Backup to Payroll Coordinator with the fortnightly processing of pays.
- Supports other team members wherever necessary.
- Back fill other team members when on leave
- Support other staff members in the functions of Outlook, Word, Excel and Access.
- Hardware troubleshooting where necessary.

PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

Experience

- Leadership of a team.
- Previous experience with Computerised Financial Software.
- Previous experience using Microsoft Word & Excel.

Skills & Abilities

- Strong leadership, team building, conflict resolution and staff motivation attributes.
- Ability to communicate effectively, both formally & informally, both verbally & in writing.
- Ability to plan workloads in line with available resources and company requirements.
- Ability to work methodically as an individual and as part of a team.

Personal Attributes

- Natural and confident leader of people.
- Trustworthy and maintains confidentiality at all times.
- Neat and appropriate personal presentation.
- Performs well under pressure to meet deadlines.
- Works effectively with a wide range of people at all levels within the company.
- Proactively identifies potential and upcoming issues and endeavours to resolve them promptly and effectively.
- Able to inspire other individuals through their own work habits and communication.
- A willingness to develop and grow with the company.

DESIRABLE REQUIREMENTS

- Previous experience working with MYOB Premier financial software, including payroll.
- Previous experience using Microsoft Access or other similar databases.
- Advanced experience using Microsoft Word & Excel.
- Knowledge of the Clerks Metal Industry award and its application in regards to payroll.
- Senior First Aid Certificate.
- An understanding & knowledge of OHS&W principles and practices.
- Sound understanding of other Admin Team Members roles for backup & support duties.

POTENTIAL FOR CAREER GROWTH

- There may be an opportunity for the right person to be a major contributor to the operational and growth strategies of Bowhill Engineering through attending monthly Board Meetings.
- As the company grows this role may, in time, grow into a CFO type role with great opportunities to become a professional leader in the field of administration and accounting at a high level.