

Position Title:	<b>Accounts Receivable Accountant</b>
Full Time Equivalent:	0.8 FTE (4 days per week or equivalent of 30 hours per week)
Reports to:	Finance Manager
Position Location:	1193 Toorak Road, Camberwell, Victoria 3124
Commencement:	May 2024

### INTRODUCTION

The Baptist Union of Victoria (BUV) is an association of more than 339 congregations and 257 Baptist churches, faith communities, micro churches, and Baptist agencies in Victoria. It is a non-profit organisation, with a vision to be a union of flourishing churches with Christ-like followers that redeem society. We do this by encouraging, equipping, and empowering our local churches for mission.

Baptists are grass-roots people, with a particular emphasis on the local church. These local churches are self-governing and self-supporting, ranging in size from twenty or so members to several thousand. Although each Baptist church is an independent entity, Baptists nonetheless have always believed in associating with one another - and so churches come together in regional, national, and international spheres to promote and support the fellowship of Baptists everywhere.

At the BUV Support Hub, we promote and live out the values of faith, community, servanthood, stewardship, and respect.

### PURPOSE

The purpose of this position is varied but its primary function is to administer the invoicing and management of debtors and to ensure that accurate records are kept and meaningful reports are prepared for monthly reporting purposes.

We are looking for a skilled Accounts Receivable Accountant who can effectively communicate with staff and clients and manage our receipts in an effective and efficient manner. This will include direct support to the following:

- Finance Manager
- Financial Services Consultant (FSC)
- Director of Finance & Administration (as required)
- Administration Manager (as required)
- BUV Staff (as required)

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### ESSENTIAL DUTIES & RESPONSIBILITIES

The Accounts Receivable Accountants responsibilities include, but are not limited to:

#### Accounts Receivable

- Weekly bank reconciliation including allocating receipts to correct debtors
- Raising invoices and using correct GL accounts including Ministry contribution, Rent and other income
- Following up promptly overdue accounts and ensuring terms of payment are kept
- Banking of cash and occasional cheques

### **Accounts Payable**

- Input payable invoices for payment via ApprovalMax expense management system ensuring accurate accounting

### **Month-end accounting process**

- Journals to close the monthly accounts
- Reconciliation of GL accounts
- Calculate interest to be allocated to trust and investment accounts.
- Support the Payroll and AP Accountant in completion of the monthly accounting up to and including the Board Pack

### **Finance Business Partnering**

- Prepare monthly reports to cost centre managers with variance to budget commentary

### **Budget**

- Assist in the annual budget process

### **External Financial Audit**

- Assist in the annual audit process completing reconciliations and answering queries from the external auditor

### **Financial Services Consultant Support**

- Assist the FSC in completing monthly accounting tasks and other tasks as required

### **Other Tasks**

- Assist the Finance Manager in providing financial analysis of BUV agencies' financials for submission to the Audit & Risk Committee
- Other administrative tasks assigned from time to time

## **PROFESSIONAL QUALIFICATIONS / EXPERIENCE**

- Commerce degree (CA/CPA or studying towards, will be highly regarded)
- Minimum four (4) year experience in an accounting role with an Australian organisation (experience at a medium or large accounting firm will be highly regarded)
- Minimum 2 years payroll experience with an Australian organisation (Xero accounts experience will be highly regarded).

## **ESSENTIAL QUALITIES**

- Committed to personal spiritual growth and ongoing personal and professional development
- Values alignment with BUV's values as outlined above
- Positive, friendly, client service attitude
- Willingness to take initiative and be pro-active
- Willingness to work within the ethos of the BUV Support Hub

## **KEY COMPETENCIES**

- Good administrative, organisational and time management skills
- Attention to detail and high level of accuracy
- Excellent English communication skills, both written and verbal
- Excellent knowledge of Microsoft 365 (including Excel)
- Ability to multi-task and work with interruptions
- Ability to work autonomously and in a team environment

- Ability to work under pressure
- Stakeholder focus: Ability to establish and maintain effective working relationships with various stakeholders and gain their trust and respect
- Planning: Ability to break down work into effective processes and anticipate and adjust for problems and roadblocks
- Pursue the role with high energy, drive, and an attitude of needing to finish well

#### KEY ACCOUNTABILITY

- Finance Manager
- Director of Finance & Administration

#### KEY RELATIONSHIPS

- **Internal Relationships** – F&A Team, BUV Staff
- **External Relationships** – Churches, Baptist Agencies & Affiliates, Baptist Community

#### LOCATION OF POSITION

- **BUV Support Hub** – Ground Floor 1193 Toorak Road, Camberwell VIC. 3124

#### APPLICATION OR ENQUIRY

Please send applications to [simon.taylor@buvs.com.au](mailto:simon.taylor@buvs.com.au)

Applications should include CV and a Cover Letter addressing key competencies and relevant experiences.

Candidates are encouraged to apply immediately as the position will be closed once the successful candidate has been appointed.