



# Position Description

Non-supervisory Employees

<b>Position Title</b>	<b>Treasury Accountant</b>
<b>Section</b>	Financial Services
<b>Division</b>	Corporate Performance
<b>Reports to</b>	Financial Accounting Manager
<b>Grade</b>	11
<b>Employment Status (FT/PT/Casual/Temp)</b>	Full-Time

## Position purpose

The Treasury Accountant is responsible for the daily importing and processing of agency payment files, weekly processing of payroll and EFT files, petty cash management, cashbook administration and reconciliation of council's bank account.

## Position specific responsibilities

The key duties you are expected to perform in your role.

Key Result Area	Primary Activities
Cash book / banking	<ul style="list-style-type: none"> <li>Daily processing and reconciliation of bank account and cash book including loading and reconciling of daily bank statement, identification of transactions on the bank statement for receipting, matching and processing of journals when required.</li> <li>Investigation of any banking errors and anomalies as and when required with investigation to be undertaken immediately upon discovery of the error or anomaly.</li> <li>Daily import and processing of BPay, IVR and Eservices files, identifying and correcting all errors.</li> <li>Administration of council's petty cash including processing claims, weekly reconciliation and reimbursement when required.</li> <li>Monthly review and completion of voided receipts, submitting to Financial Accounting Manager for authorisation.</li> <li>Weekly reconciliation and receipting for other council departments (e.g. Glasshouse, Pound, Waste Depots &amp; Library).</li> <li>Processing of dishonoured cheques, within seven working days from the dishonoured date.</li> <li>Processing of weekly direct debits run or as required.</li> <li>Major agents processing on a quarterly basis or as required.</li> <li>Responsible for the weekly payroll and EFT files sent via Corporate Online, with any anomalies with auto-matching through cashbook to be investigated and resolved.</li> <li>Complete and submit council's annual return to the Office of State Revenue for unclaimed monies</li> </ul>



Cash flow management / investments	<ul style="list-style-type: none"><li>• Responsible for monitoring Council's General Fund bank balance as well as other investment balances and providing recommendations for investing/redeeming funds according to cash flow requirements and in accordance with Council's investment policy. This includes the preparation and ongoing monitoring of a cashflow model in conjunction with the Financial Accounting Manager.</li><li>• Invest and redeem funds on advice from the Group Manager Financial Services.</li><li>• Responsible for the accounting entries required to record Council's investment income and principal balances on a monthly basis. This includes determining the appropriate accounting treatment for investments and the monthly and annual reconciliation of Council's investments to the general ledger.</li><li>• Responsible for liaising with Council's external investment advisors on a regular basis and preparing monthly reports to Council as required by the Local Government (General) Regulation 2005.</li><li>• Responsible for the annual review of the investment policy in conjunction with the Financial Accounting Manager.</li></ul>
Loans	<ul style="list-style-type: none"><li>• Accurately record and maintain Council's loan borrowings, maintain the integrity of associated ledger accounts and ensure all loan repayments are processed before the repayment due dates including appropriate journals processed. This includes the preparation of a monthly reconciliation of outstanding loans and interest paid to the general ledger.</li><li>• Assist in procuring Council's annual loan borrowings.</li><li>• Coordinate and lodge bi-annual LIRS subsidy claims.</li></ul>
Customer Service	<ul style="list-style-type: none"><li>• Provide a high level of customer service to internal and external customers.</li></ul>
Correspondence	<ul style="list-style-type: none"><li>• Preparation of correspondence regarding revenue related matters.</li></ul>
Filing	<ul style="list-style-type: none"><li>• All necessary reports filed daily and archived as required, review and disposal of records in strongroom in line with legislative requirements.</li></ul>
Team Support	<ul style="list-style-type: none"><li>• Participate and contribute to an effective and productive team.</li><li>• Assist in any other matter as requested by your direct supervisor, Group Manager Financial Services or Director Corporate Performance.</li><li>• Foster good team work and high staff morale within the team</li></ul>



## Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

### Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
<b>Communication</b>	<ul style="list-style-type: none"><li>• I communicate with respect</li><li>• I constructively contribute to team meetings, toolbox talks and conversations</li><li>• I share information and ideas with colleagues</li><li>• I ask questions if I don't understand</li></ul>
<b>Accountability</b>	<ul style="list-style-type: none"><li>• I always work in a safe manner, looking after my own safety and the safety of those around me</li><li>• I am responsible for my own actions</li><li>• I take initiative to progress my own work</li><li>• I follow through on my work commitments</li></ul>
<b>Professionalism</b>	<ul style="list-style-type: none"><li>• I treat others with respect</li><li>• I complete my work to the best of my ability</li><li>• I take pride in my work</li><li>• I am flexible and responsive to changing work priorities and issues</li></ul>
<b>Integrity</b>	<ul style="list-style-type: none"><li>• I act honestly</li><li>• I understand and follow the law, rules, policies, guidelines and the Code of Conduct</li><li>• I treat others the way I wish to be treated</li><li>• I contribute positively to our work</li></ul>
<b>Teamwork</b>	<ul style="list-style-type: none"><li>• I look for, and am open to, new and better ways of doing things, together</li><li>• I am an engaged and enthusiastic team player</li><li>• I step in to help others when workloads are high</li><li>• I cooperate with my team members and supervisors</li></ul>



**Document Endorsement**

**Date** 10/02/2020                      **Group Manager** Group Manager, Financial Services

**Date** 10/02/2020                      **Director** Director, Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

**Employee Name** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_