

Position Description

Position Title	Finance Clerk
Employment Status	Full time
Location	Warwick Qld
Reports to	CFO
Staff reporting	Nil
Succession Planning	Delegation during absence: Finance Officer with assistance of other members of Finance Team
Date position last reviewed	January 2021
Objective of the position	Computes, classifies, records, and verifies data for use in maintaining accounting records.
Key Accountabilities	<p>Performance and progress in the following areas will be the priorities for this position:</p> <ol style="list-style-type: none"> 1. Timely and accurate financial & data reporting. 2. Accurate processing of accounting back office transactions in an efficient and timely manner. 3. Efficient and accurate reconciliation of all relevant general ledger accounts.
Duties/Responsibilities	<ol style="list-style-type: none"> 1. Develop and maintain operating procedures for areas of responsibility. 2. Tellers cash reconciliations and journals 3. Daily statement journals 4. Bank reconciliations and reconciliation of various suspense accounts 5. Finance One and other daily interface 6. Returned cheques and dishonouring processing 7. Record statistics and Management Board Report data 8. Branch / ATM cash ordering 9. Reconciliations as required 10. Accounts payable data entry 11. Teller discrepancies and cash reconciliations
Secondary Duties / Responsibilities	<ol style="list-style-type: none"> 1. Assist with other duties and projects 2. Payroll Backup 3. Other reasonable duties as directed.

<p>Qualifications, Knowledge, Skills and Experience Required</p>	<p>The requirements listed below are representative of the knowledge, skill, and/or ability required.</p> <p>Essential:</p> <ol style="list-style-type: none"> 1. High School or general education leaving certificate; or experience and/or training; or equivalent combination of education and experience. 2. Customer service experience. 3. Sound problem solving skills 4. Satisfactory level of competency in computer based accounting systems. <p>Desirable:</p> <ol style="list-style-type: none"> 1. Credit union, building society or banking experience. 2. Experience in small teams. 3. Well-developed communication skills. <p>Communication Skills</p> <ol style="list-style-type: none"> 1. Ability to read and interpret operating and maintenance instructions, and procedure documents. 2. Ability to effectively present written and verbal information and respond to questions. 3. Competent interpersonal skills. <p>Mathematical Skills</p> <ol style="list-style-type: none"> 1. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. 2. Ability to apply concepts of basic algebra and geometry. 3. Competent interpersonal phone/facsimile skills. <p>Technical Skills:</p> <ol style="list-style-type: none"> 1. Competence with numerics. 2. Ability to learn and use Microsoft Office and MYOB. 3. Ability to learn and attain competence in using office systems (banking system Ultradata; and Finance One).
<p>Physical Demands and Work environment</p>	<p>Physical Requirements: The physical demands are consistent with an office based clerical role.</p>

<p>Key Performance Indicators (KPI's): Performance standards for this position are met when:</p>		
Key Accountabilities	KPI's	How KPI's will be measured
1. Processing direct entry	1.1	Accuracy of processing
2. Processing daily statement journals	2.1	Timeliness and accuracy
3. ATM/Branch cash ordering	3.1	Timeliness of orders
4. Reconciliation of journals and accounts	4.1	Accuracy of tasks