



## *Position Vacant 2017*

<b>Department:</b>	<b>FINANCE</b>
<b>Job title:</b>	<b>ACCOUNTS RECEIVABLE OFFICER – FULL TIME</b>
<b>Applications open:</b>	<b>FRIDAY 10 NOVEMBER 2017</b>

Currumbin Wildlife Sanctuary (CWS) is located on the Southern end of Gold Coast. We are the biggest attraction of National Trust Australia (Queensland) and feature a vibrant and varied collection of Australian wildlife located one block back from beautiful Currumbin beach.

We are currently seeking a highly experienced Accounts Receivable Officer to join our Finance team on a Full -Time basis. Our Finance department manages account processes for both Currumbin Wildlife Sanctuary (CWS) and the 12 additional National Trust Australia Queensland (NTAQ) properties located throughout Queensland. You will work alongside another A/R Officer within a fast paced department, and be an integral part of a close knit team, responsible for a wide range of duties where no 2 days are the same.

### **Position details & duties**

- In this role you will share responsibility for high volume invoice processing: invoicing, queries, credit control, aged debts, account reconciliations and month end duties.
- This role requires you will work across two systems to process invoices effectively.
- You will work as part of a small and friendly Accounts team based at Currumbin Sanctuary.
- This is a full time position working Monday to Friday.
- You must be comfortable working in an environment that includes birds and reptiles.
- Non-smokers are preferred.

### **Selection Criteria:**

1. At least 3 years' previous experience in a high volume Accounts Receivable role, ideally within a commercial environment, and confident in performing the financial duties as listed above. You will enjoy working at a fast pace in a workplace experiencing growth and change.
2. Experience with managing international debtors, especially the China market, is desirable.
3. Intermediate skills in Excel are essential.
4. High volume data entry skills & experience is essential.
5. A friendly and confident phone manner is essential, as calling debtors is part of this role.
6. You must be very productive, have an energetic work ethic and possess a sense of initiative and strong problem solving skills.
7. A formal qualification in the field of Finance/Accounts will be highly regarded.
8. Cooperative team player and willing to jump in and assist the team when required.
9. Flexible attitude and eager to learn new skills and work across departments.
10. Strong sense of responsibility and ownership with duties performed, and show pride in your work.
11. Is resilient, independent and can work autonomously but will seek direction when required.
12. Experience with ERP software systems will be highly regarded.

### **How to Apply**

Your application should include your resume plus a brief cover letter stating how you meet the Selection Criteria. Please email your application to this email address: [employment@cws.org.au](mailto:employment@cws.org.au). Thank you.