



**Lincoln
University**

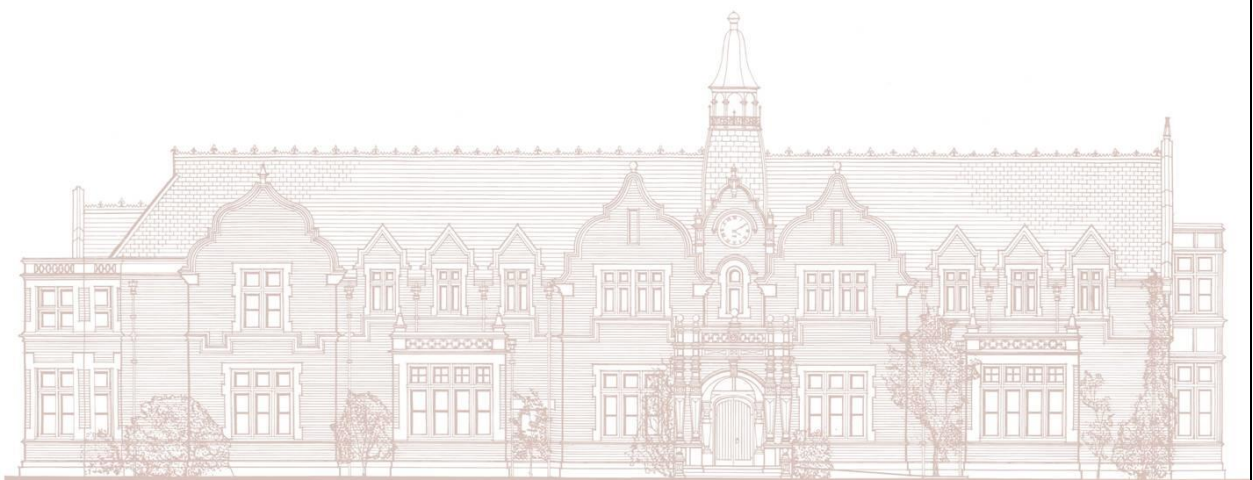
Te Whare Wānaka o Aoraki

CHRISTCHURCH • NEW ZEALAND

POSITION DESCRIPTION

Accounts Receivable Administrator

Finance Section



Vacancy 12-08

February 2012

POSITION DESCRIPTION

Accounts Receivable Administrator

Context

The Finance Section provides financial and administrative support to the University by performing key functions associated with the financial reporting, budgeting, cash management and processing of accounts receivable, accounts payable, and payroll activities. The Finance Section works closely with all areas of the University.

Purpose

This position exists to provide accounts receivable and office administrative services for the Finance Section of Lincoln University.

Key Outputs	Key Performance Indicators
<p>Debtors</p> <ul style="list-style-type: none"> • Create sales orders when requested; • Process authorised requests for credit notes; • Check pre-invoice sales listing for correctness; • Make alteration (if necessary) to individual sales orders on pre-invoice sales listing; • Print invoices and credit notes; • Despatch invoices and credit notes; • Run month end transaction matching and sundry account allocation; • Print monthly debtors statements; • Despatch statements as appropriate; • Produce monthly aged debtors listing; • Deal with routine enquiries from customers and staff concerning payment of invoices; • Report to Deputy Finance Manager status of debt recovery action on overdue accounts; • Undertake debt recovery action on overdue debtors accounts in conjunction with originator of sales orders. 	<ul style="list-style-type: none"> • All debtor invoices and credit notes are processed in a timely manner; • All debtor invoices are checked for credibility before despatch; • All statements are checked for accuracy prior to despatch and appropriate follow up action taken on outstanding invoices
<p>Bank Reconciliation</p> <ul style="list-style-type: none"> • Reconcile bank statement balance as at month end with general ledger balance; • Follow up and resolve reconciling items promptly including dishonoured payments as they occur; 	<ul style="list-style-type: none"> • Monthly bank reconciliation completed within five (5) working days of month end; • No cheques on unpresented list greater than six (6) months old without evidence of follow up action;

<ul style="list-style-type: none"> • Monitor items linked to the bank reconciliation procedures. 	<ul style="list-style-type: none"> • No reconciling items carried forward from previous months bank reconciliation; • All items are reconciled; • All legal and University requirements are complied with in respect of the administration and management of all university records.
<p>Suspense Accounts</p> <ul style="list-style-type: none"> • Reconcile error suspense accounts by identifying rejected transactions from the error suspense journal listing and correcting as appropriate; • Act as relief cashier during periods when the main cashier is working on other tasks, on a rostered break, or away on leave; • Other relevant relevant duties as may be required from time to time by the Deputy Finance Manager. 	<ul style="list-style-type: none"> • Communications with staff, students and customers is friendly and courteous; • All policies, procedures and internal controls have been followed.
<p>Health & Safety</p> <ul style="list-style-type: none"> • Becomes familiar, and comply, with all H&S policies and procedures. • Complies with all Lincoln University legislative requirements in respect of occupational H&S. • Reports any hazard that has come to your attention. • Wears protective clothing/apparatus as required. 	<ul style="list-style-type: none"> • All Lincoln University H&S policies and procedures are complied with. • All Lincoln University legislative requirements in respect of occupational health and safety are complied with. • The employer is notified of any hazard that has come to the employee's attention in the course of her employment. • Protective clothing/apparatus are used where procedures or common sense would warrant this.

Staff Supervised

The Accounts Receivable Administrator is not responsible for the supervision of staff.

Key Relationships

The Accounts Receivable Administrator is expected to establish effective working relationships with:

- Finance team staff members.
- Divisional administrators.
- Divisional Directors and Managers.
- Relevant external agencies, clients and suppliers.
- Finance Manager.
- All University staff.

Accountability

The Accounts Receivable Administrator reports through the Deputy Finance Manager to the Finance Manager and thence to the Vice-Chancellor.

Person Specification

Qualifications

Applicants will be required to have:

- recent financial and administrative experience

It would be advantageous to have:

- competence in using computer packages particularly Microsoft Excel and word processing experience.

Experience

The position requires:

- Accounts receivable experience.

Technical Skills

- A good level of computer literacy with quick accurate keyboard skills;
- Excellent communications skills;
- A good understanding of GST;
- Ability to prioritise work and meet deadlines.

Personal Attributes

- Accurate, methodical, tidy work habits;
- Ability to work as a team member;
- Self-motivated with a desire to get things right.
- To work within the LU policies and promote a respectful working environment.

CONDITIONS OF APPOINTMENT GENERAL STAFF

Term of Appointment

This is a continuing appointment.

Hours of Work

This is a full time appointment of 37.5 hours per week.

Remuneration

Salary on commencement will be within the range \$39,120 to \$40,440 per annum [Grade 2] on the General Staff salary scale, commensurate with qualifications and experience.

Employment Agreement

- If the appointee chooses to become a union member, the appointee will be bound by the LU General Staff Collective. It contains a comprehensive range of conditions of employment for this position.
- Otherwise the appointee will have an Individual Employment Agreement based on the LU General Staff CEA.
- The conditions outlined in this document are indicators of some of the key items of that agreement.

Annual Leave

- Annual leave entitlement is four weeks per annum.
- The appointee is also entitled to statutory holidays in accordance with the Holidays Act.
- In addition, the appointee is entitled to the last working day before Christmas Day, the three working days between Christmas and New Year, and Easter Tuesday, as University holidays, in accordance with the LU General Staff CEA.
- On the expiry of the fixed term appointment, holiday pay will be paid at the rate of 8% of gross earnings. Any annual leave taken during the period will be deducted from the holiday payment. In addition the appointee will be entitled to statutory holidays in accordance with the Holidays Act. The appointee will also be entitled to the last working day before Christmas Day, the three working days between Christmas and New Year, and Easter Tuesday, as University holidays, in accordance with the LU General Staff CEA.

Health and Safety

- The appointee will work and act at all times in compliance with all Lincoln University requirements in respect of occupational health and safety.
- University staff can join the Recreation Centre on campus. The Centre offers a wide range of facilities and services, for example: gymnasium, weights room, exercise classes, fitness assessments, massage, squash courts.

Relocation

If the appointee resides outside the Christchurch area, relocation will be discussed with the successful applicant.

Other

Further information about Lincoln University can be found on our website: www.lincoln.ac.nz

Method of Application

All applications must include a Lincoln University application form, CV and covering letter.

Applications should be received by Thursday, 16 February 2012 by 4.00pm.

Electronic applications can also be made online at www.lincoln.ac.nz

Enquiries can be made to:

The Human Resources Administrator
Phone: 03 325 3687 or 3613
Fax: 03 325 3870
Email: jobs@lincoln.ac.nz

Applications should be sent to:

The Human Resources Director
PO Box 84, Lincoln University
Lincoln 7647, Christchurch
New Zealand

STATEMENT OF VISION AND VALUES

1. VISION

Lincoln University's vision is to provide the national and international leadership in research and teaching that will contribute positively to ensure a sustainable environmental, social and economic future for New Zealand.

To achieve its vision, Lincoln University will:

- Provide an innovative and challenging learning environment that is focussed on enabling its students to achieve their potential;
- Contribute to the creation of sustainable environmental, social and economic outcomes through education and research that expands knowledge and understanding of the science and management of natural resources;
- Work with its communities in New Zealand and beyond to address national and international issues by maintaining, strengthening and integrating its core competencies in commerce, physical, biological and social sciences; and
- Recognise and provide for the Treaty of Waitangi/te Tiriti o Waitangi and the status of tangata whenua.

2. VALUES

Lincoln University is committed to the following values:

Scholarship

The University's staff and students will exhibit the highest standards of scholarship in all academic endeavours.

Academic Freedom

The University values academic freedom and is committed to supporting and encouraging independent and critical enquiry necessary for learning, teaching, research and the role of its members as the critics and conscience of society.

Independent and Creative Thought

The University encourages and develops critical and independent thought in its research and its learning environment.

Quality

The University fosters quality by enhancing a culture of excellence.

Professionalism

The University is committed to professionalism in its dealings with students, staff, clients and communities.

Innovation

The University fosters innovation in its activities and, in particular, in the delivery of educational services.

Student Focus

The University has a 'student first' approach. It articulates standards of service and expectations of students in the student charter.

Relevance

The teaching and research of Lincoln University is innovative, rigorous, responsive, forward-looking and able to be applied to the solution of problems.

The Treaty of Waitangi

Lincoln University is committed to developing as an organisation that meets its obligations under the Treaty of Waitangi.

International Perspective

Lincoln University is committed to providing an international perspective to enhance the learning of its students and opportunities for its graduates and staff.

Responsible Utilisation and Management of Natural Resources

Lincoln University advocates the responsible utilisation and management of built and natural resources for sustainable environmental, social and economic benefit.

Ethical Standards

Consistent with its support for academic freedom, the University promotes its code of ethical standards to ensure the professional conduct of its learning, research and professional activities.

Accountability

Lincoln University, its Council and its staff accept the obligation to account to its students and other clients, the Crown and other stakeholders for the outputs produced and for the resources used in producing those activities and operations.