

POSITION DESCRIPTION

POSITION			
Position Title:	Revenue Officer		
Business Unit:	Finance	Classification/Grade:	Band 1 Level 3 Grade 7
Position No:	MC 222	Reports to:	MC 220 Finance Manager
Location:	Coleambally, Darlington Point, Jerilderie	Positions reporting directly to this position:	NIL

Primary Purpose of the Position

To provide financial and administrative support to the Finance Manager in relation to accounts receivable, water billing systems and data while supporting other positions within the finance section.

Roles & Responsibilities

The **Revenue Officer** is directly responsible for the following roles:

- Maintain and update Council's accounts receivable and water billing system data.
- Collate, calculate and input accounts for private works in a regular and timely manner.
- Prepare and input water usage data and issue water billing notices.
- Prepare monthly reconciliations for various debtor accounts.
- Provide assistance to Manager Finance with annual budgets/estimates in relation to water billing estimates.
- Monitor outstanding debtors and co-ordinate debt collection.
- Assist accounts payable officer with batching of supplier invoices.
- Assist in the preparation of and ensure adherence to Council's Private Works Policy.
- Provide assistance with customer service requirements and Bendigo Bank Agency services.
- Support other positions within the section including rates, accounts payable and payroll.
- Other duties within the skills, competencies and grading of the role as directed by the Manager Finance.

Authority and accountability:

- May be responsible to provide a specialised/technical service and to complete work which has some elements of complexity. Make recommendations within the employer and represent the employer to the public or other organisations.

Judgement and problem solving:

- Problem solving and judgements are made where there is a lack of definition requiring analysis of a number of options. Typical judgements may require variation of work priorities and approaches.

Specialist knowledge and skills:

- Positions have advanced knowledge and skills in a number of areas where analysis of complex options is involved.

Management skills:

- May supervise groups of operational and/or other administrative/trades/technical employees. Employees supervised may be in a number of different work areas, requiring motivation, monitoring and co-ordination to achieve specific outputs.

Interpersonal skills:

- Skills to communicate with subordinate staff and the public and/or negotiation/persuasive skills to resolve disputes with staff or the public.

Qualifications & Experience

- Cert III in Accounts Administration and/or experience in accounts receivable
- Demonstrated experience with a minimum of five years in finance within local government.
- Advanced knowledge of the local government act and regulations pertaining to rate management.
- Demonstrated computing experience, including Microsoft Office suite and financial systems/software
- Class C drivers licence

Desirable Experience/Qualifications

- Previous recent experience in local government or other government entities
- Cert IV in Accounting and Bookkeeping
- Diploma of Accounting

Authorisation:

Prepared By:	GM/ HR	Date Issued:	July 2019
Current Incumbent		Date Commenced:	
Manager:			
Reviewed By:		Date:	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.