

Position Description

Assistant Accountant - AP/AR

Title:

Assistant Accountant – AP / AR

Purpose of Role:

- Lead the Accounts Receivable function and support Accounts Payable.
- Responsible for the day-to-day management of the accounts payable process, ensuring all documents from creditors are correctly processed and creditors are paid correctly and on time. This covers both domestic (NZD) and multiple international currencies.
- Responsible for the day-to-day management the debtor's system. This covers both domestic (NZD) and multiple international currencies
- Provide training and support to the business with regards to AP and AR processes and system queries
- Provide suggestions and insight into process and system improvement projects related to the financial accounting function.
- Provide support to fellow Finance team members, being the back-up and leave cover for team members as required.

Reports To:

Group Financial Controller

Direct Reports: Nil

Key Relationships:

General Manager Finance & Administration, Group Financial Controller, Financial Accountant & Assistant Accountant, Commercial Managers, Marketing & Sales Team (including International Trade), Engineering Admin Team, Warehouse Personnel, External Creditors, Tatua Purchasing Staff

Authorities & Financial Responsibilities:

Authority to reconcile all documents with variances of \$5.00 or 5% the total value of the document, excluding freight. Authority to approve additional Freight expense up to \$60 per document. Authority to approve pallet expense as needed (this is refunded by vendor as pallets are returned)

Key Result Areas (KRAs):

KRAs:	Measures:
Xtracta / Approval Plus	Master User / Champion of the recently implemented Xtracta / Approval Plus system including end to end management of workflows within system First port of call for any queries related to the system Assist with month end invoice accruals prior to close of period Identify enhancements and improvements to system and work with IT to implement
Creditors paid accurately and on time	Support AP lead, as key User of the Xtracta / Approval Plus system. to ensure: - creditors are paid accurately and on time: - all invoices entered into Xtracta/Approval Plus and reconciled to purchase orders as appropriate



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	<ul style="list-style-type: none"> - creditors are reconciled to creditors statements prior to payment - all non-purchase order invoices are approved and coded - all outstanding are queries cleared within 30 days, i.e. no amounts overdue more than 30 days unless disputed in writing <p>Maintain key relationships, but ensuring all enquiries from creditors followed up on a timely basis (mailbox management and phone calls)</p> <p>Regular reviews of GRNI to ensure timely reconciliation against documents received (No items on GRNI greater than 3 months old without support/reason)</p> <p>Identify enhancements and improvements to system and work with IT to implement</p>
Balance Sheet Reconciliations	Balance Sheet reconciliations completed and filed as appropriate by 10th working day (but most completed by WD3) – includes all debtors and creditors ledgers which must be completed by close of business WD2
GRNI kept up to date	<p>Regular reviews of GRNI to ensure timely reconciliation against documents received</p> <p>No items on GRNI greater than 3 months old without support/reason</p>
Purchase Order Support	<p>Assist with the processing of purchase orders as required</p> <p>Filing of processed purchase requests</p> <p>Promoting best practice purchase order process throughout the business and training correct process as needed</p>
Maintain Key Relationships	Enquiries from creditors followed up on a timely basis
Accounts Receivable	<p>Assist with the setting up of new customers as required</p> <p>Actioning of JDE cases as required including credit note processing and credit limit updates. Key controller over SF/CF (re-invoicing)</p> <p>Ensure Tatura's Credit Control policy is adhered to.</p> <p>Follow up over-due debtors, ensuring interest is charged as necessary and appropriate debt collection action is taken.</p> <p>Support the set up new customers on a timely basis to allow sales to be made, ensuring customers' terms and tax status are entered correctly and the correct terms have been signed by the customer, and approved by GM's.</p> <p>Monthly reconciliation of Debtors Ledger with General Ledger is completed before the month end processing of the Debtors system is completed.</p> <p>Monthly reconciliation of individual debtors' accounts and printing and distribution of debtors' statements.</p> <p>Preparation of the monthly aged debtors report – communicating and liaising with the business units to ensure overdue debtors are followed up immediately. Month end debtor information to GM Finance on working day 2 of month end</p>

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Audit	Assist the Financial Accountant – Lead with Audit preparation and queries
Other	Provide insight and support to Management Accountants in advance to commercial reviews, as required Provide back-up and leave cover for the Team as required Complete projects as agreed with the Financial Controller and in conjunction with the Financial Accountant – Lead.
Health and Safety	Undertake all work in a safe manner and follow all company and workplace health and safety procedures: Identify new hazards and advise manager or workplace H&S representative/ co-ordinator within 24 hours of identification (or earlier if required) Accurately report incidents and accidents to manager or workplace H&S representative/ co-ordinator as soon as possible.

General:

- To follow any lawful or reasonable instruction made by the employer
- To exercise skill and care; and to provide a safe place of work, free of hazards
- To be present at work; and to work faithfully and honestly

Key Skills / Knowledge / Experience Required:

- Advanced accounts payable and receivable experience
- Proven problem solver with the ability to 'think outside of the box'
- Expert communicator
- Sound knowledge of GST and entertainment tax rules
- Intermediate Excel skills (pivots / vlookups etc.)
- Basic accounting concepts (Dr / Cr rules)

Desirable experience:

- Experience in Accounts Payable and receivable Processes and Systems
- Experience in either the dairy industry or food manufacturing
- Experience with ERPs in particular JDEdwards EnterpriseOne

