



POSITION DESCRIPTION

Position Title	Senior Bookkeeper
Location	West End, Brisbane Office
Work Unit	Business Quality Centre
Employment Status	Full Time
Position Reports To	BQC Accountant
Positions Responsible For	Nil
Date of Approval	April 2011

Organisational Context/Environment

The Queensland Aboriginal and Islander Health Council (QAIHC) is the state peak body for the Community Controlled Health Sector in Queensland.

QAIHC's role is to represent our Community Controlled Health Sector (CCHS) members to collectively promote, develop and expand the provision of health services through:

- Providing a vital link between Queensland's CCHS and government
- Listening, responding to and actioning, the needs of its members and their communities
- Supporting member organisation in planning, development and provision of health services to their communities.
- Identifying, creating and strengthening relationships with government, other health service providers, business and community bodies.

QAIHC has established a Business Quality Centre (BQC) work unit, to deliver quality and cost effective corporate services to a number of distributed Aboriginal and Torres Strait Islander health care providers/ member services.

The functions provide by the regional Business Quality Centre will include, in the first instance:

- Budgeting and Financial Reporting, Financial Operations,
- Human Resource services
- Purchasing and IT Support

Purpose of Position

The Senior Bookkeeper / Accounts Assistant is responsible for assisting and supporting the Business Quality Centre Accountants in managing the client's finances, administrative and payroll support activities to enable the client's to meet its business objectives in line with the Action Plan and client's policies and procedures.

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Duties and Responsibilities

Banking

1. Ensure correspondence is maintained for continuation of exemptions from government charges and follow up as required.
2. Ensure all incoming cheques are deposited in a timely manner.
3. Ensure there are sufficient funds in each bank account to cover expenses.
4. Ensure there is an adequate supply of cheques for all bank accounts.
5. Ensure there is an adequate supply of deposit books for each bank account.
6. Prepare monthly bank reconciliation for all bank accounts.

Payments

1. Maintain an up-to-date creditors invoice file.
2. Receive all invoices.
3. Enter invoices onto the MYOB system, using appropriate expense account and program job code.
4. Match and attach copies of purchase orders to invoices and attach to cheque requisition in readiness for payment.
5. Prepare a MYOB generated cheque or write cheque if required, and attach it to the cheque requisition ready to be signed;
6. Or prepare the Electronic Funds Transfer file in MYOB in place of the cheque, ensure the cheque requisition and invoice are attached to the relevant EFT batch listing for authorisation.
7. After signing, post cheques with a remittance advice slip.
8. Present the payment voucher to the Client for authorisation and approval then to be finally authorised by the Board of Directors nominated cheque signatory.
9. File cheque requisition and attached invoices in cheque number order.
10. Complete cheque requisition for cancelled cheques and file in cheque requisition file.
11. Ensure all payments are entered onto MYOB system.

Receipts

1. Receipt and record all cheques received in the mail and enter into MYOB.
2. Code all receipts for entry on computer, ensuring that correct codes are being credited.
3. Enter onto MYOB system, either as 'received money' or as 'receive payment'.
4. Prepare all incoming payments for banking.
5. File remittances in receipts file.
6. Record all other receipts and deposits via the bank statements and enter into MYOB ensuring account and job codes are correct.

Payroll

1. Set up employee cards in MYOB for new employees and maintain details on current employee cards.
2. Collate and enter timesheets into MYOB and prepare the weekly pays.
3. Print out the pay advice slips and summary report from the payroll program.
4. Ensure that the correct documentation is attached to wages for submission to the bank.
5. Prepare group tax reconciliation and issue payment summaries to employees at the end of each financial year.

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6. Update the computer with tax office rates as informed by the Australian Taxation Office.
7. Provide a termination statement for each terminating employee.

Superannuation

1. Print a monthly superannuation report from MOYB;
2. Prepare payment requisition and EFT for authorisation and approval.
3. Submit payment and a copy of report to the superannuation company.
4. Attach the superannuation report to payment requisition.
5. File a copy of the superannuation report in the superannuation file.

PAYG Tax

1. Send through all completed tax declaration forms to the ATO.
2. Print tax report from payroll system on MYOB.
3. Prepare payment requisition and EFT for authorisation and approval.
4. Complete the IAS ATO remittance advice.
5. Ensure that the instalment activity statement is sent off to the ATO before closing date.
6. Ensure all relevant information is attached to payment requisition before filing.

Quarterly Business Activity Statements (BAS)

1. Ensure all relevant creditor invoices are entered into MYOB, with correct GST information before end of quarter.
2. Print GST reports out at the end of each quarter.
3. Prepare payment requisition and EFT for authorisation and approval.
4. Complete the BAS ATO remittance advice.
5. Ensure that the business activity statement is sent off to the ATO before closing date.
6. Ensure all relevant information is attached to the payment requisition before filing.

Salary Sacrifice/FBT Calculations

1. Collate all necessary forms and financial details to send through to Financial Advisor.
2. Liaise with Financial Advisor to calculate employee FBT worksheets.
3. Ensure all necessary debit forms are completed, signed and sent through to bank or finance company.
4. Process fortnightly payments as part of normal payroll duties.
5. Ensure salary sacrifice funds are transferred to appropriate bank account on a weekly basis.
6. Process monthly salary sacrifice cheques/payments after last pay of each month.
7. Get payment requisition signed off, and file in cheque number order.
8. Maintain a separate file for each employee undertaking salary sacrifice.
9. Keep track of personal staff vehicle usage through out the year, for calculating and adding to FBT totals at the end of FBT year.
10. Calculate FBT totals at the end of each FBT year (April-March) for entering onto employee payment summaries at the end of each financial year (July-June).

Personnel Files

1. File all employee forms and information in their individual personnel file.
2. Keep paperwork filing up to date.
3. Archive files of terminated employees at the end of each financial year.

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Employee leave Entitlements

1. Process employee leave forms on a weekly basis to enter into payroll.
2. Once processed, file on personnel file.
3. Process holiday advance payments when required.

Financial Reporting

1. Prepare bank reconciliations for each grant at the end of each month.
2. Prepare all quarterly/six monthly financial reports for funding agencies by the due date (refer to funding contract for report dates).
Reports must include the following:
 - Financial Statement
 - Periodical Financial Statement
 - Creditors and Debtors Statement
 - Cash Flow Statement
 - Bank Reconciliation
 - Funds Usage Certificate
3. Ensure the correct reporting forms are used.
4. Ensure up-to-date budgets are used in the reports.
5. Keep drafts, originals and computer copies in filing system under the relevant grant.

Acquittals

1. Prepare all acquittals for approval by Chief Executive Officer and Board of Directors and forward to funding bodies within the required time.

End of the Year

1. Print all financial reports as required (Payroll, banking etc.)
2. Ensure that all bank and internal accounts are reconciled and available for the Auditor's viewing.
3. Assist the Auditor as required.

Travel Allowance

1. Process travel allowance payment in MYOB and EFT to employee's bank account.

General

1. Create and adjust standard forms as required.
2. Prepare correspondence.
3. Maintain a separate file for each funding agency.
4. Other duties as reasonably requested.

Self Management & Team Contribution

- Contribute to process improvement and adhere to all QAIHC Policies and Procedures
- Ensure attendance within acceptable parameters.
- Participate in minimum 6 monthly Performance review
- Contribute to effective team performance
- Follow all safety procedures and contribute to a safe work environment

Develop and Maintain linkages

- Foster productive working relationships with all QAIHC staff and Business Units in the delivery of seamless support services

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- Willingness to travel and work from client premises is essential

Key Behaviours

Proficiency in specific Key Behaviours are vital to effective performance in this role and the QAIHC environment.

They include high level: Problem Solving, Project Planning, Communication, Decision Making, Initiative, Impact and Influence skills and Understanding and application of Culturally Appropriate Ways of Working.

Required Experience / Qualifications

- Qualification in Accounting, Business or Finance Administration
- At least five years experience in a Business Services role or a relevant commercial role performing the accounting/bookkeeping and payroll functions
- Advanced knowledge and experience with MYOB and its associated packages
- Knowledge of Salary Packaging and implications
- Extensive experience with the MYOB Accounting Packages
- Experience working in the Health Sector
- Experience working with Indigenous Organisation
- Experience in Not-For-Profit organisations in particular NGO's
- Familiarity with Government funding and the grant acquittal process
- Familiarity with requirements of auditing of Government funding
- Advanced ability with the Microsoft Office suite of programs specifically Excel
- Good communication and interpersonal skills
- Current driver's licence required

Key Selection Criteria

1. Qualifications
 - Satisfies the qualifications/experience required for the position
2. Duties
 - Demonstrated capability to execute the key responsibilities of the position
3. Key Behaviours
 - Demonstrates how she/he meets the key behaviours

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