

Baseball Western Australia

Accounts Officer

Position Description

Position Details	Position Title	Accounts Officer
	Date prepared	August 2023
	Location	Perth, Western Australia
	Reporting to	BWA CEO
	Direct Reports	BWA CEO
	Hours	Part Time/Casual: 15-20 hours per week
Position Profile	Position Purpose	<p>Reporting to the CEO, the Accounts Officer will be responsible for managing accounts payable, accounts receivable, banking, and credit cards as well as providing general finance and administrative support.</p> <p>The Accounts Officer works directly with all staff internally as well as a large group of external stakeholders to ensure they are supported and provided with quality service in keeping with the organisation’s values.</p> <p>The role requires experience in bookkeeping and/or financial management of medium volume transactions, a strong aptitude for using financial management software, and strong ability in Excel and other MS Office products.</p> <p>To be successful in this role, you will be efficient and well organised, demonstrate a high level of accuracy and attention to detail in your work, and have the ability to problem solve and think one step ahead. You will also be friendly and helpful, with a customer-focused attitude.</p>
	This position will work closely with ...	Baseball Western Australia CEO, Baseball WA clubs and Charters (metro and regional), Baseball WA staff, Competitions Committee, Baseball Australia, and other key stakeholders.
	Benefits...	<ul style="list-style-type: none"> Uniform (polo shirts)
	This position will focus on ...	<p>ACCOUNTS PAYABLE</p> <ul style="list-style-type: none"> Enter purchase orders as required and monitor all organisations purchase orders to ensure they are current and accurate Enter bills as required and review bills entered by other staff prior to processing Reconcile supplier accounts (invoices and payments) as required Pay suppliers on a weekly basis from accounting system, process through bank, and ensure all accounts are maintained to terms Ensure supplier records are kept up to date including setting up new suppliers Respond to and assist internal and external stakeholders with their enquiries <p>ACCOUNTS RECEIVABLE</p> <ul style="list-style-type: none"> Raise and manage invoices as required ensuring accuracy Process payment of invoices as required

		<ul style="list-style-type: none"> • Ensure customer records are kept up to date including setting up new customers • Respond to and assist internal and external stakeholders with their enquiries • Monitor and follow up outstanding debtors • Report and reconcile outstanding monthly debtor accounts <p>BANKING</p> <ul style="list-style-type: none"> • Reconcile bank accounts on a regular basis • Reconcile petty cash, floats and takings from activities as required • Secure cash on site and bank cash as required <p>GENERAL FINANCE</p> <ul style="list-style-type: none"> • Financial data entry into the account system as required • Financial reconciliations across any aspect of the business as required • Record keeping/tracking of specific expenditure for reporting and verification purposes • Assist with audit process <p>OTHER DUTIES</p> <ul style="list-style-type: none"> • Assist with payroll processing • Attend meetings as required • Any other duties within the employee's capabilities and which is reasonable to expect the employee to undertake as directed by management from time to time.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Skills and Attributes</p>	<p>The individual in this position should have... <i>(Skills, qualifications and experiences required)</i></p>	<p>ESSENTIAL</p> <ul style="list-style-type: none"> • Demonstrated experience in accounts payable and receivable • Demonstrated experience in general accounting/bookkeeping functions • Experience in using accounting software and proven ability to adapt and learn new systems • Highly competent in using Excel for reconciliations and logical record keeping • Demonstrated desire and ability to take initiative and work proactively • Ability to achieve high quality results through attention to detail and accuracy • Demonstrated professional approach to working with stakeholders and as part of a team • A current "C" class WA driver's license • Police clearance held or to be obtained prior to commencement <p>DESIRED</p> <ul style="list-style-type: none"> • A degree in a relevant field or experience in a similar position • Experience working in within a not-for-profit organisation • Exposure to working within a member-based association, particularly of a sporting nature • Experience with MYOB finance software

<p>The individual in this position should have ... <i>(Personal characteristics, attributes desired...)</i></p>	<ul style="list-style-type: none"> • Professional manner and presentation • Professional and effective methods of communication • Ability to work autonomously and use initiative to work through problems • Attention to detail and a well-organised approach to work • Energy and passion for baseball • A collaborative approach to working with various stakeholders • A sound ethical approach to evidence-based decision-making • Excellent problem-solving ability and analytical skills
<p>Other Information</p>	<p>Hours of Work: This role is a part-time role, working 15-20 hours per week.</p> <p>Salary: Starting from \$25k per annum plus superannuation will be negotiated with the successful applicant dependent on level of experience.</p> <p>How to apply: applicants are asked to apply via Seek or the Baseball WA Website.</p> <p>Please include a resume and cover letter in your application.</p> <p>Any questions related to your application please contact ceo@baseballwa.asn.au</p> <p>Applications close 5:00pm (ASWST) on Friday 1 September 2023.</p> <p>Baseball WA reserves the right to shortlist and interview candidates prior to the closing date should a preferred candidate be identified Baseball WA may close the job ad earlier.</p>