

Position Title: Finance Officer – Accounts Receivable

Position Details

Position Number	1218
Position Classification	Level 5/1 – 5/7
Status	Permanent – Full Time
Directorate	Corporate and Commercial
Work Location	Administration Building
Reports To	Coordinator Financial Operations
Supervisory Responsibility	No direct/indirect supervisory responsibilities

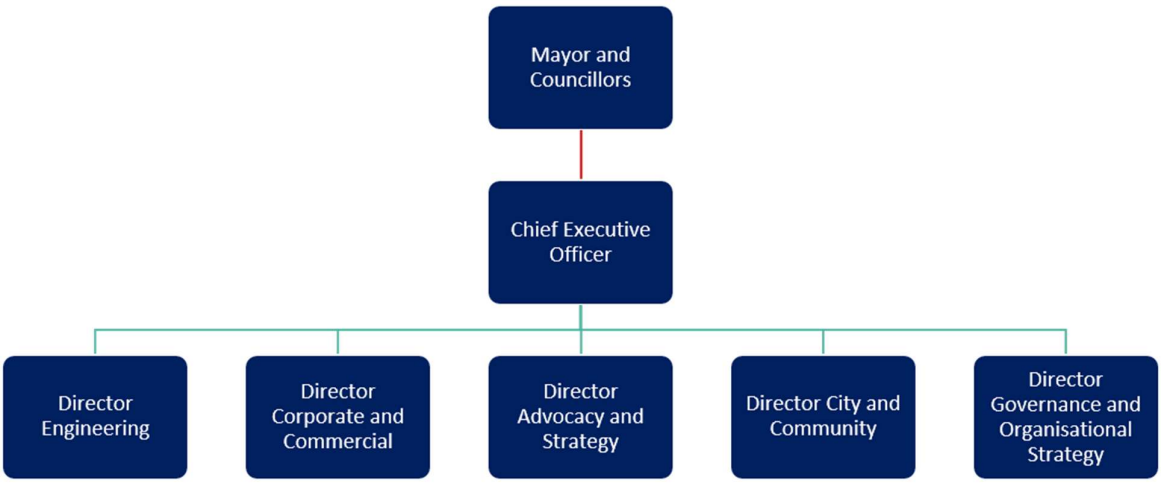
Organisational Overview

The City of Kalgoorlie-Boulder is a thriving regional city covering an area of 95,000 km² and home to over 30,000 people.

The City owns and manages contemporary community facilities, hosts a range of first-class events, and provides significant community investment in grants and sponsorships.

The City employs 400 plus staff members who operate out of eight City facilities. The Council employs the CEO, who is supported by the Executive Leadership Team, whose structure is set out below.

Organisational Structure



Vision, Mission and Corporate Values

VISION

Connected by its many communities, abundant in economic and lifestyle opportunities.

By 2050, Kalgoorlie-Boulder is a thriving, sustainable, and globally connected regional city — shaped by our Goldfields legacy and a rich Aboriginal heritage.

Kalgoorlie-Boulder is more than a place to live — it's a place of opportunity and innovation, where diverse industries, quality infrastructure, and lifelong learning contribute to a city where families and businesses grow and prosper, communities connect, and visitors feel welcome.

MISSION

'Working together for the place and people we call home.'

ACTRITE

Our Values for Performance and Accountability

Guiding our culture of performance, integrity, and impact

- **A** **Accountability** We take ownership of our actions and outcomes, delivering on our commitments.
- **C** **Collaboration** We work together with shared purpose to achieve common goals.
- **T** **Teamwork** We support one another, celebrate success and grow stronger together.
- **R** **Respect** We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **I** **Integrity** We act with honesty, fairness, and ethical responsibility in all we do.
- **T** **Transparency** We communicate openly, share information freely and foster trust.
- **E** **Excellence** We pursue high standards, continuous improvement and impactful results.

Together, we *ACTRITE.*

Position Overview and Purpose

This position is responsible for the management of the Accounts Receivable function, ensuring that duties are carried out to meet the City's legislative obligations and according to the City's Policies.

Position Accountabilities

Key accountabilities

- Ensure fortnight, month and year end processes are carried out in accordance with departmental deadlines.
- Accurately raise invoices in accordance with the City's adopted Schedule of Fees and Charges and any other relevant legislation;
- Prepare daily reconciliation of sundry debtors trial balance to general ledger;
- Prepare reconciliations of Debtor accounts to ensure correct payment allocation;
- Prepare quality Debtor Write Off report for Council;
- Liaise with customers in the collection of debt in accordance with the City's Debt Collection Policy;
- Monitor and report on outstanding debtors to ensure that management are alerted to any potential exposure to bad debt;
- Reconcile receipts and any other key financial data as required;
- Adhere to all City of Kalgoorlie-Boulder policies and procedures, and ensure personal safety at work and that of others;
- Other accountabilities as directed by the Management Accountant, Finance Manager and/or the Executive Manager Finance.

Key Performance Indicators

- Improve Debtors ATB position reducing the number of delinquent debtors (debtors within 60+ days column)
- Create consistent Debtor related reports for overdue debt
- Create and implement a viable succession plan where one Finance Officer will become fully competent in Debtor role in next twelve months
- Process invoice requests within 3 days of receipt
- Improve First & Final, and Final Demand letter process.
- Keep Debtors invoices payments reconciliations up to date.

Judgement & Decision Making

- Respond promptly to instructions and where necessary seek clarification to ensure effective completion of work.
- Self-manage workload and apply good judgement and problem-solving skills to situations with guidance from the supervisor.
- Apply legislation and Council policy direction to decision-making with guidance from the Manager.
- Work together effectively with supervisor/manager and team colleagues to develop efficient operational practices and standards.
- Apply knowledge and skills to ensure consistent quality outcomes.

Skills & Knowledge

- Completion, or working towards a Certificate or Diploma of Accounting or Finance is desirable;
- Sound analysis and problem solving skills with attention to detail and accuracy;
- Working knowledge and practical experience in accounting functions;
- Working knowledge of Australian Accounting Standard 27 (AAS27);
- Intermediate computer skills and knowledge of Microsoft Office Suite;

- Excellent time management skills and the ability to meet deadlines;
- Strong team player with proven ability to work autonomously with initiative;
- High level of presentation, written and verbal communication and excellent interpersonal skills with an ability to liaise effectively with internal and external customers;
- Demonstrated ability to handle private, confidential and sensitive information;
- Current satisfactory National Police Clearance;
- Current WA "C" Class drivers licence.

Corporate Accountabilities

Behavioral Responsibilities

- **Accountability** - We take ownership of our actions and outcomes, delivering on our commitments.
- **Collaboration** - We work together with respect and shared purpose to achieve common goals.
- **Teamwork** - We support one another, celebrate collective success and grow stronger together.
- **Respect** - We treat others with dignity, value diverse perspectives and build inclusive relationships.
- **Integrity** - We act with honesty, fairness and ethical responsibility in all we do.
- **Transparency** - We communicate openly, share information freely and foster trust.
- **Excellence** - We pursue high standards, continuous improvement and impactful results.

Corporate Responsibilities

- Adhere to all City of Kalgoorlie-Boulder policies and procedures.
- Understand the principles of strong customer service and undertake duties in accordance with the City's Customer Service Charter.
- Ensure that all stakeholders are dealt with in a timely, courteous, and professional manner.
- Take responsibility for and actively undertakes risk management activities in accordance with the City's Risk Management requirements.
- Promote positive and collaborative culture and values of the organisation through open, fair, and transparent decision-making and ethical, professional behaviour.
- Ensure that you take reasonable care to ensure your own health and safety and that of others.