



## Position Description

<b>Position Title:</b>	Accounts / Payroll Processor
<b>Business Group:</b>	ASQ Group Pty Ltd
<b>Reports to:</b>	Accounts Receivable/ Payroll Coordinator
<b>Department:</b>	Finance, Head Office
<b>Classification:</b>	Clerks Private Sector Award 2020

### Company Overview

ASQ is a locally owned, family-operated business, which has been servicing Central Victoria since 1970. The business consists of three divisions: Allstone Quarries, ASQ Premix Concrete and ASQ Garden & Landscape. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria.

### Position summary

The Accounts/ Payroll Processor will work closely with the Accounts Receivable/Payroll Coordinator, providing support and coordination to deliver payroll and general accounts administrative services to ASQ as part of the Finance team. The Accounts/Payroll Processor is responsible for the accurate and timely processing of payroll for the company. This role also includes managing accounts receivable functions, such as issuing tax invoices, overseeing credit management, and handling debt recovery.

### Key Responsibilities

#### 1. Ensure compliance with ASQ's Workplace Health, Safety and Environment (WHSE) management system

The Accounts/ Payroll Processor is responsible for complying with all ASQ policies and procedures according to our Operational and WHSE Management Systems.

Responsibilities include, but are not limited to:

- Adhering to ASQ policies and procedures.
- Compliance with the ASQ WHSE Management System.
- Liaising with the HR Manager/ Safety Officer where required.

#### 2. Accounts Receivable

Accounts Receivable responsibilities include but not limited to:

- Issue weekly tax invoices and statement, and follow up on any related inquiries, making necessary amendments as required.
- Follow debit management procedures, including chasing payments, sending regular reminders, and making follow-up phone calls.
- Perform the credit application process, including conducting reference checks.
- Organise and update credit application forms to ensure all customers have up-to-date and valid information on file.
- Obtain Australian Securities and Investments Commission (ASIC) and credit information reports on new customers.
- Monitor and control credit limits, including daily system updates, issuing on-hold notices, and handling requests for credit limit increases.
- Prepare and send out monthly statements to customers.
- Conduct daily bank reconciliations, ensuring accuracy and timeliness.

- Assist with managing receipts paid via EFT, cheque, or cash payments, ensuring accurate recording and reconciliation.
- Issue regular reminder notices and maintain phone contact with customers regarding overdue accounts.
- Being the first point of contact for attending customer queries and internal stakeholder queries and escalating to the relevant parties when required.
- Generate and verify Recipient Created Tax Invoices (RCTI) before forwarding them to Accounts Payable for payment.
- Forward Purchase Orders to relevant sites.
- Assist with general administrative tasks, including but not limited to accounts, payroll, and data management, as needed.

### **3. Payroll**

Assisting Accounts Receivable/ Payroll Coordinator, the responsibilities of the Accounts/ Payroll Processor include but not limited to:

- Process payroll for hourly and salaried employees, ensuring accuracy and compliance with relevant laws, awards and company policies.
- Lodge weekly Single Touch Payroll (STP) files with the ATO.
- Process payroll deductions, including child support payments.
- Maintain records and process worker's compensation payments.
- Posting Payroll journal into the Finance system and generating reports to Site Managers as required.
- Ensure accurate integration of employee data within the HR and Payroll systems.
- Maintain and manage the time and attendance system, ensuring accurate tracking of employee hours.

#### **Key Selection Criteria**

1. Excellent analytical skills, attention to detail and accuracy.
2. Proficiency in using accounting and payroll software's and Microsoft Office Suite.
3. Knowledge of Enterprise Resource Planning (ERP) systems is beneficial but not mandatory.
4. Proficiency in maintaining and managing the time and attendance system to ensure accurate tracking of employee hours.
5. Previous experience administering and managing databases on an HRIS and Payroll system is desirable.
6. Organised, systems-oriented and process driven.
7. Ability to identify and resolve discrepancies in payroll and accounts receivable processes, ensuring compliance with company policies and statutory requirements.
8. Ability to follow directions, instructions and work practices.
9. Experience in handling highly confidential and sensitive information.
10. Willingness to take on additional administrative tasks as needed and adapt to changing business needs.

#### **Education, Certification and Licences required:**

1. Minimum Certificate IV in Bookkeeping or a relevant degree in Accounting, Bookkeeping, Finance, or a related field.
2. Valid driver's license (desirable).

**Personal Skills required:**

3. High ethical standards, personal integrity and high degree of self-motivation.
4. Passionate and open to learning and taking up new challenges.
5. Ability to maintain positive relationships with customers while ensuring compliance with credit policies and procedures.
6. Proven ability to create and maintain an expectation of trust, respect and confidentiality and the ability to display and enact sound judgment regarding highly sensitive and/or critical issues.
7. A commitment to safe work practices.
8. Excellent verbal, written communication and interpersonal skills, a courteous and polite manner.
9. Capacity and willingness to accept direction and to work as part of a team in a multi-skilled working environment.
10. Excellent time management, organisational and customer service skills.
11. Ability to work under pressure and meet deadlines.

**Key contacts**

- Finance Team
- Site managers
- Customers
- HR Team
- Other ASQ management and workers

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*