



Lutheran Community Care

## POSITION DESCRIPTION

<b>Position:</b>	Accounts Receivable Officer	<b>Service:</b>	Support Centre
<b>Department:</b>	Finance – Shared Services	<b>Updated:</b>	July 2017
<b>Conditions:</b>	Individual common law contract, full time		

### Purpose of the role

To provide Accounts Receivable support across the Lutheran Community Care business.

### Operating environment

This position is located in Milton in the Support Centre of Lutheran Community Care (LCC), a respected not-for-profit organisation providing services in the fields of aged care, disability, family support, youth support and chaplaincy in Queensland.

### Reporting Relationships

The Accounts Receivable Officer reports to the Finance Manager – Corporate & Systems. This position will work closely with other members of the Shared Services team.

### Major Responsibilities

Within the policies established by LCC and working in collaboration with relevant managers and employees, the occupant of this position will:

- Work closely with the Finance Manager to develop efficient centralised processes for resident billing, bonds, and government subsidies in order to maximise LCC's revenue streams;
- Assist with managing the resident related financial accounts, including providing advice and guidance on all aspects of resident documentation, billing and bonds;
- Establish and process direct debits, prepare periodic resident billing, distribute invoices and statements, submit and process electronic events to Medicare, calculate bond refunds, receipt cheques and deposits and record ACFI assessments;
- Complete regular reconciliation of Government Subsidies;
- Provide full function accounts receivable processing, including bank reconciliations, cashflow reporting, debtors, and standing journals;
- Provide backup support to other team members as required;
- Demonstrate strong customer service focus with the ability to build strong stakeholder relationships;
- Support other related activities as requested.

### Qualifications and experience

The incumbent will have a customer service focus, and a proven ability to work as part of a team and through maintaining effective work relationships. Attention to detail and problem solving abilities are essential, as is a sound working knowledge of Accounts Receivable processes in an aged care environment, or a similar sector. The ability to process data entry efficiently and accurately is also essential. The incumbent may hold a formal qualification in accounts administration or accounting.



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The incumbent will be required to provide medical information relevant to this position by submitting to a pre-employment medical and be deemed fit by LCC Chief Medical Officer.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organisation.
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