

POSITION DESCRIPTION

Contracts & Accounts Officer

EFT:	Full time, Permanent (<i>Part time maybe considered</i>)
Portfolio:	Corporate Services
Reports to:	Finance Manager

About Infoxchange

Infoxchange is a not-for-profit social enterprise that has been delivering technology for social justice for over 30 years. With 180 staff across Australia and New Zealand, we tackle the biggest social challenges through the smart and creative use of technology.

We work with community, government and corporate partners to solve issues around homelessness, family violence, mental health and disability, as well as supporting Indigenous communities, women, youth and families.

Our products and services are used by over 25,000 organisations across the community sector. We provide the right tools to improve efficiency and deliver greater impact – from nation-wide service coordination systems to IT advice for individual organisations.

And through our work in digital inclusion and social innovation we use technology to empower people experiencing disadvantage, driving social inclusion and creating stronger communities. We believe no-one should be left behind in today's digital world.

In November 2018, Infoxchange joined forces with Connecting Up (which operates in NZ as TechSoup New Zealand) to form the Infoxchange Group. Together, we are Australia and New Zealand's leading not-for-profit dedicated to using technology to improve the lives of people experiencing disadvantage and the organisations that support them.

Read more about Infoxchange in our annual report at <https://infoxchange.org/2020>

About the role

We are currently looking for a Contracts & Accounts Officer to join our team based out of our Richmond Office on a full-time basis. This is broad role positioned working within a tight knit finance team and reporting to the Finance Manager. The role is primarily responsible for Contract Administration, Accounts Receivable and Accounts Payable for Infoxchange and Connecting Up Incorporated. The role will play an important part in bedding down process changes.

This role would suit an experienced Contracts Administrator and Accounts officer, with a passion for social justice and digital transformation within a social enterprise.

Key working relationships

Internal

- » Head of Corporate Services.
- » Finance Manager.
- » Finance Analyst and Systems Lead.
- » Finance Team.
- » Other Corporate Services staff.
- » Product / Departmental Managers.
- » Connecting Up staff.

External

- » Customers.
- » Suppliers.

Key duties and responsibilities

Contract Administration and Accounts Receivable

- » Monitor and review customer contracts for accuracy, timeliness and key liaison between sales and finance.
- » Generate and distribute customer invoices based on customer contracts and internal documentation.
- » Maintain and update customer contract details in NetSuite.
- » Allocate customer payments.
- » Manage customer debt in alignment with Infoxchange policies and procedures.
- » Manage customer refunds and credit notes.
- » Manage the accounts ticketing system.

Accounts Payable

- » Enter, process and workflow invoices within NetSuite.
- » Reconcile accounts payable transactions.
- » Process payment of supplier invoices.
- » Prepare and process electronic transfers and payments.
- » Supplier file maintenance.
- » Manage staff expense reimbursements.
- » Manage Petty cash process.
- » Administration and filing of supplier agreements

Other

- » Continuous improvement.
- » Reporting as required.

Key selection criteria

To succeed in this role at Infoxchange, you will have/be:

1. Extensive experience in understanding and interpret customer contracts and processing customer invoices in alignment with contracts.
2. Extensive experience in Accounts Receivable and Accounts Payable.
3. High level of computer literacy, numeracy, and attention to detail.
4. Capacity to meet deadlines and work within specified timeframes.
5. High level interpersonal and analytical skills.
6. A proven self-starter, with an ability to maintain professional independence and the ability to work in a self-directed manner.
7. Good verbal, written communication skills.
8. Ability to use Excel at an intermediate level.
9. Experience in computerised accounting packages (ideally NetSuite).
10. Tertiary qualifications desirable but not mandatory.

Employment conditions

- » Located in the Melbourne office.
- » Terms and conditions as per the employment contract.
- » Full-time permanent role with some flexibility required from time to time.
- » National Criminal records check.