



## Job Statement

**Position:** Administrative Assistant Accounts Clerical

**Classification:** Clerical Officer Grade 4

**Salary Range Per Annum:** \$35,000 - \$52,000

**Entitlements:** State award entitlements provided

**Hours of Work:** 40hr week (Negotiable during business hours)

**Location:** Mulgrave, Victoria

**Subordinates:** Nil

**Immediate Supervisor:** Director NJM & Co

**Role:** Provide administrative duties to NJM & Co and process financial accounts of clientele.

### Duties & Responsibilities

- Receive all incoming calls, deal with enquiries and redirect calls as appropriate.
- Attend to premises visitors.
- Manage cleanliness and security of NJM & Co premises.
- Collect and manage all mail (including PO Box).
- Accounts filing and management.
- Order and maintain stationery levels.
- Use and maintain computer and electronic equipment.
- General tasks as may be directed.
- Liaise with immediate supervisor on all queries and outstanding matters.
- Data entry of client financial documentation.
- Manage data security and confidentiality at all times.
- Perform bank reconciliations, process payroll, invoicing and time billing.
- Maintain accounts receivable and payable.
- Maintain client time sheet.
- Perform banking.
- Liaise with clientele and accountants as required or directed.
- Formulate replies to general correspondence and emails.
- Be familiar with and observe regulations, policies, procedures and laws applicable to maintaining or performing financial transactions, workplace safety and equal opportunity.
- Perform general financial data tasks as directed.
- Inform immediate supervisor of any known or perceived knowledge or skill inadequacies preventing the performance or completion of allocated duties.

**Qualifications:** Certificate 3 Financial Services (Accounts Clerical)