

Position Title:	Accounts Officer
Reports to:	Business Support Manager
Branch:	Manawatu & TRC Toyota
Date:	November 2023

Key Roles and Responsibilities:

Accounts Payable

1. Daily checking of creditor invoices received via email and post from suppliers.
2. Dispatch creditor invoices to the appropriate department managers for coding and approval.
3. Accurate data entry of creditor invoices.
4. Ensure creditor invoices are entered in a timely manner and in accordance with the month-end timetable and direction from the Business Support Manager.
5. Monthly reconciliation of the supplier ledgers to the statements received and action any corrections by the 20th of the month.
6. Ensure the correct amounts are paid to suppliers by the 20th of the month.
7. Responsible for maintaining accurate e-filing of the creditor invoices you enter.
8. Daily ad-hoc creditor payments as required.

Accounts Receivable

9. Responsible for credit checking new customer account applications.
10. Responsible for maintaining and updating customer account details.
11. Responsible for monitoring the aging of the debtor's ledger and following up with overdue accounts via email or phone correspondence.
12. Escalating overdue Debtor accounts to Debt Collection Agency.
13. Ensure debtor payments have been allocated correctly.
14. Responsible for generating monthly customer statements and sending these to customers in accordance with the month-end timetable and direction from the Business Support Manager.
15. Create sundry invoicing for Toyota New Zealand, TRC Toyota branches, staff and any other sundry invoicing for customers as required.
16. Ensure staff recharges are processed monthly.

Other/Ad Hoc

17. Weekly receipting of TNZ warranty and Extra Care payments.
18. Monthly reconciliation of the Warranty Aged Trial Balance.
19. Monthly reconciliation of the Extra Care debtor account.
20. Support and cover for other Business Support team members when required.
21. Identify improvement initiatives and work with the Business Support Manager to action these if agreed.
22. Any other duties reasonably required by the Employer to meet its business requirements.