

Accounts Receivable Officer

Kaupapa | Purpose

The primary purpose of an Accounts Receivable (AR) Officer is to manage and oversee the financial transactions related to a company's incoming payments. This role ensures that the business receives payment for goods and services delivered, maintaining the cash flow necessary for smooth operations. The AR officer is responsible for generating invoices, tracking client accounts, monitoring outstanding balances, and following up on overdue payments. By ensuring that clients pay within agreed terms, the officer helps sustain the company's liquidity and supports sound financial planning.

Beyond day-to-day transactions, an Accounts Receivable Officer also plays a strategic role in maintaining positive client relationships and minimising credit risk.

Accurate reporting and record-keeping by the AR officer support internal audits and compliance with financial regulations. In essence, the role bridges operational efficiency with financial stability, making it crucial to the overall health of Wintec's financial ecosystem.

Reports to: Head of Finance

Team: Finance

Remuneration: IEA Band 4 (\$67,800 to \$84,700)

Ngā mahi | Do

- Accurate and timely creation of an average of 500 invoices/credit notes per month in TechOne and Arion to maintain excellent customer service expectations to our business clients and students.

- Processing an average of 400 per month of direct credits, international payments, cash and EFTPOS receipting in a timely accurate manner to ensure international students apply for their Visa in time.
- Processing an average of 100 Arion and TechOne refunds per month for our Business clients and Students, as well as processing over 60 Homestay and accommodation payments per month on peak periods for our International Students.
- Effective, efficient and confidential handling of queries from staff and students.
- Processing of Internal and external scholarships, grant waivers and staff fee concessions in a timely manner.
- Ensure accurate records such as invoices, credit notes, and receipts are always kept and maintained.
- Reconciling and maintaining debtor accounts daily.
- Ensuring to meet monthly deadlines in invoice creation, fee waivers and updating clients' accounts statements as well as assisting with the bank reconciliation process and producing aged debtor reports.
- Reconciling and maintaining debtor accounts daily.
- Provide information to the external auditors as and when required.

Health and safety management accountabilities are understood and applied.

Individual and staff H&S outcome and objectives

- Significant hazards in the area of responsibility are identified, documented and reviewed annually or as new hazards emerge.
- Significant hazards are eliminated, isolated and/or risk minimized.
- Staff in the area of responsibility are involved in the hazard management.

Wintec culture

- Observes Wintec's mission, strategies, priorities and values in all activities.
- Follows all Wintec policies and procedures and legislative obligations.
- Demonstrates an understanding and commitment to the principles of the Treaty of Waitangi and Equal Employment Opportunities (EEO).
- Demonstrates an understanding of and commitment to Wintec strategies, priorities and values.
- Promotes equity and diversity in the workplace; builds mutual trust; and treats kaimahi equitably, transparently, fairly and in a culturally appropriate manner.
- Undertakes continuous improvement and development of systems, procedures and service to ensure Wintec maintains and develops its position as a leading provider of vocational education and training.

Other duties

- Performs other duties as may be reasonably required from time to time.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

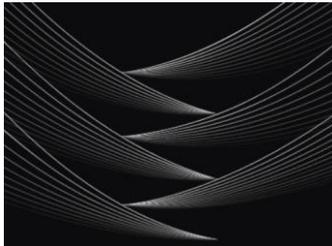
Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

Pūkenga | Have

Education, Training and Experience

- NCEA Level 3 preferably in Maths, Accounting, Information Technology and English.
- Minimum of 5 years' work experience in a similar role.
- Experience working with finance software/technology e.g. TechOne, Arion.
- Time management and good organisational skills.
- Able to exercise judgement in problem solving.
- Ability to be innovative, to question the status quo and to adapt to changing circumstances.
- Highly developed interpersonal and relationship skills.
- Demonstrates knowledge of health and safety requirements and responsibilities relevant to the position.

Wintec Values



Manawa nui describes the behaviour of a person or group that embodies manaakitanga (kindness), humility, patience, respect, tolerance and compassion.



Manawa roa describes the behaviour of a person or group that embodies staying power, resilience, fortitude, grit and doing what needs to be done to achieve the collective goal.



Manawa ora describes the behaviour of a person or group that embodies the act of breathing life into all aspects of another life form.

Ngā Hononga Mahi | Working relationships

Internal:

Administration Staff / Academic Staff / Advisors/Consultants /Department Managers /
Directors / Heads of School/Centre Directors / Team Managers/Team
Leaders/Coordinators.

External:

Ākonga / learners / ITOs / SAWIT / Government agencies / Employers and employer
groups / Consultants / Business / Industry / Community.

Resource delegations and responsibilities:

Financial: NIL

People: Nil