

Banking Officer

Core Talent Pty Ltd • Western Sydney NSW



Not provided



Work type
Full time



Contract type
Not provided

Job details



Date posted
28 Jun 2022



Expired On
27 Aug 2022



Category
Accounting



Occupation
Accounts Payable



Base pay
Not provided



Work type
Full time



Job mode
Permanent

Full job description

This well-established organisation is seeking a Banking and Reconciliations Officer to join their expanding team. The Banking & Reconciliations Officer will be responsible for managing the daily / monthly reconciliation of cash, cheques and credit card payments inclusive of progress claim submissions of a dedicated portfolio of clients in addition to providing account and administrative support services to ensure efficient operation of the accounts receivable function within the Finance Division.

Main Tasks and Responsibilities:

- Daily cheque, credit card and cash banking
- Daily reconciliation of non-trade account COD payments
- Daily reconciliations of EFT payments against client accounts
- Deliver daily bank statements to revenue team
- Processing of credit card payments over the phone
- Assist in investigating and resolving payment disputes in a timely manner
- Management of Direct Debit accounts set up, monthly payment runs and reports
- Scanning, indexing and archiving reconciliation and payment records
- Compilation and delivery of financial reports to Management (eg; Declined Transactions, Unapplied Funds, EOM updates etc)
- Submission of Monthly Progress Claims, Invoices and Statements to Tier 1 clients
- Maintain contact registers to ensure billing and client records are up to date
- Processing trade insurance and credit checks for new and existing clients
- Raising and processing credit notes inclusive of soft/hard copy delivery
- Working with the broader business to ensure progress claim documentation is accurate (eg: PO's, Delivery Dockets etc)
- Assist with period close processes including batch importing and

system syncs

- Trade account maintenance of existing and onboarding of new clients
- Suspense account management and clearing of unapplied funds
- Build and maintain strong internal & external relationships
- Provide consistently high levels of customer service to Bingo clients and stakeholders
- Maintain or exceed KPIs against productivity and performance metrics
- Provide coverage or operational assistance across team as necessary
- Any other duty as reasonably directed
- SEQ (Safety, Environment and Quality) responsibilities as specified in MAN002 SEQ
- Management Plan Carry out all duties in line with policies, procedures and processes as amended

Minimum Qualifications and Experience:

- Minimum 3 years cash handling and reconciliations experience
- Relevant accounting qualifications and/or equivalent experience
- Previous roles in a similar position with proven ability to deliver results
- Strong excel, report writing and technical skills (a must)
- Strong attention to detail and data input accuracy (a must)
- Team orientated approach to duties to facilitate smooth daily operations
- Efficient and process driven with a high ability to meet tight deadlines
- Professional written and verbal communication skills (a must)
- Working knowledge of office software packages (MS Office)
- Excellent customer service and relationship management skills
- Large corporate or listed company background
- Fast paced and high volume environment
- Construction or Property industry background (ideal)

Preferred Qualifications and Experience:

- An understanding of the waste/recycling industry
- Experience / exposure to commercial contracts and progress claim administration MYOB EXO and/or Microsoft Dynamics Financial Software experience
- Binwatch, Tipwatch or Commercial Watch software experience (Ideal but not necessary)