



## **COTTON RESEARCH & DEVELOPMENT CORPORATION**

**Job Title:** Accountant

**Purpose:** The Accountant is responsible for the conduct of financial transactions and providing business management support to the General Manager Business & Finance.

**Reports to:** General Manager Business & Finance

### **Essential Duties and Responsibilities:**

The Accountant is responsible for the following duties that may be performed personally or delegated to subordinates. Relevant activities may be delegated but the overall responsibility for the accuracy of the work remains with the Accountant.

#### **1. Finance and Administration**

- Complete monthly reconciliation.
- Complete Business Activity Statement, Payroll Tax Returns and FBT Returns.
- Prepare monthly Management Financial Statements.
- Prepare the Department of Finance & Deregulation monthly reports.
- Assist the General Manager Business & Finance with financial investments and cash flow forecasts.
- Assist the General Manager Business & Finance with budgets and forecasts.
- Implement the Corporation's accounting and administrative policies and procedures.
- Record and maintain the Corporation's asset register.

#### **2. Accounts Payable and Receivable**

- Prepare accounts payable and receivable.
- Investigate problematic invoices and claims to bring to resolution.
- Monthly credit card processing.
- Process and balance petty cash transactions.
- Supervise the MYOB general ledger so it presents a consistently accurate record of financial transactions.
- Review research payments for completion of milestones, arrange processing, payment and recording onto Clarity.
- Reconcile the MYOB general ledger to Clarity.
- Identify and raise invoices for project refunds.

#### **3. Payroll**

- Prepare payroll for processing to ensure accurate and timely payroll and superannuation payments and, accurate recording of entitlements.

#### **4. Other**

- Prepare submissions to Parliamentary questions and complete other government requests for information such as surveys & FOI statistics.
- Other duties as directed by the General Manager Business & Finance.

#### **Authorities:**

- The Accountant will act in accordance with the Corporation's policy *Delegations of Authority and Accounting and Administration Policies and Procedures*.

#### **Performance Criteria:**

- The completion of set targets as established and agreed to in performance agreements.
- Demonstrated ability to perform the responsibilities of the position competently and professionally in a co-operative, team player manner.
- The observance and implementation of the Corporation's Policy & Procedures