

## Position Description

### Payroll and Accounts Coordinator

**Employment type:** Part time (3-4 days a week)

**Reports to:** Finance Manager

**Position location:** Hybrid working - Head Office (Fitzroy)/ Working from home

#### About the organisation

Russian Ethnic Representative Council of Victoria (RERC/ Russian Aged Care) is a charity and the leading community organisation founded in 1984 to represent interests of Russian speaking people living in Victoria. RERC provides a range of community services funded by state and federal governments to support elders, people with disabilities, and disadvantaged people with CALD background. Our current services are delivered under the Commonwealth Home Support Program (CHSP), Home Care Packages (HCP) program, Aged Care Volunteer Visitors Scheme (ACVVS), brokerage services in home care, CALD programs and various community awareness programs. RERC also acts as an umbrella for a range of community organisations to provide a platform for various cultural initiatives and community events.

#### Role Purpose

The Payroll & Accounts Coordinator position is responsible for ensuring the efficient day-to-day management of payroll processing, accounts receivable, accounts payable, and support for month end activities run by Finance function. This hands-on role requires a commitment to provide proactive customer focused service to employees, clients and other stakeholders.

#### Skills and Experience

- Minimum 3 years of accounts and payroll experience.
- Understanding of industrial award provisions; previous exposure to SCHADS Award is highly desirable.
- Strong mathematical and analytical abilities with a high level of accuracy and attention to detail and well-developed data-entry skills.
- Full proficiency in MYOB and Office 365 suite, well-developed Excel skills.
- Excellent organisation skills with the ability to plan, organise and prioritise work to meet critical deadlines.
- Strong communication and stakeholder management skills.
- Agility, self-motivation and ability to work in a fast-paced environment, with a problem-solving mindset.
- Fluent Russian is highly desirable.
- Formal qualification in Payroll, experience in aged care sector and previous exposure to Easy Employer and Lumary software will be an advantage.

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#### Organisation

RERC Inc.  
ABN: 91 549 424 794

#### Head Office

118 Greeves Street,  
Fitzroy VIC 3065

#### Contacts

Tel: 9415 6899  
Fax: 9415 9866

Web: [www.rerc.org.au](http://www.rerc.org.au)  
Email: [mail@rerc.org.au](mailto:mail@rerc.org.au)

## Key Accountabilities

### Payroll

- Administer and process fortnightly payroll for 70+ employees (currently in MYOB) accurately and on time, in compliance with the applicable awards and legislation, and company policies.
- Ensure correct allocations of timesheets/ staff hours to jobs and cost centres.
- Reconcile and process staff leave data, PAYG, superannuation, LSL, termination payments.
- Maintain employee database and all personal records in line with regulatory requirements.
- Prepare payroll reports as required.
- Resolve all payroll queries in a timely manner, offering necessary support and assistance to employees and line managers.
- Monitor leave liabilities and report excessive balances to the Finance Manager.
- Administer systems and processes related to payroll.

### Accounts

- Manage accounts receivable, invoicing, administer relevant systems and processes.
- Receipt payments and manage debt collection of overdue accounts, prepare debtors reports, communicate with debtors as required.
- Assist with accounts payable function including invoice entry and payment.
- Resolve all customer invoice queries in a professional and timely manner, ensuring prompt payments.
- Assist with month-end processes (e.g. bank reconciliations) and ad hoc reporting.
- Undertake daily bookkeeping and relevant admin duties.

### Other Duties & Requirements of the Position:

<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• Attend and participate in staff meetings &amp; mandatory staff training as required or directed by the RERC management.</li> <li>• Other reasonable duties as requested from time to time, completed effectively and within given time frames.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Capacity and willingness to work within the ethos of the RERC.</li> <li>• Dignity, Privacy and Confidentiality: ensure that the personal dignity and privacy of all clients, their representatives and staff are maintained, and that all interactions with clients and their representatives are treated confidentially.</li> <li>• Professional boundaries are to be adhered to at all times.</li> <li>• Work in accordance with the RERC Code of Conduct, workplace policies and guidelines.</li> <li>• Responsible for checking their electronic correspondence including but not limited to email and other relevant systems to ensure they are up to date with any changes.</li> </ul>

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