



Accounts Receivable Officer

“Do you want to be part of the success of an AFL Club located in Australia’s fastest growing region”?

The Western Bulldogs, as one of the 18 clubs of the Australian Football League (AFL) and situated in the fastest growing region of Australia, is breaking new ground in delivering sustainable, high level performances, both on and off the field. We are seeking a suitably qualified Accounts Receivable Officer to oversee all operational elements of the Club’s Debtor management and sales invoicing.

The objective of this position is to ensure that revenue is accurately invoiced and collected in a timely manner in accordance with agreements and club terms and conditions.

Reporting to the Financial Controller, you will be responsible for the following:-

- all facets of the accounts receivable function (including banking, debt collection, reconciliations, and recording/ issuing of sales invoices)
- reconciliation of sales transactions to banking including promoting best practice cash handling procedures
- other administrative tasks such as Reception relief and Document Management will also form part of this role.

An experienced Accounts Receivable Officer who is extremely organised with a strong focus on achieving results is needed for this role. The successful candidate will possess the following skills, experience and attributes

- Minimum 3 years’ experience in Accounts Receivable preferably using Microsoft Great Plains
- Excellent communication skills
- Strong time management skills
- Demonstrated dispute management
- Intermediate MS Excel skills
- Strong team based work ethic

Due to the nature of our business, this role is required to have flexible working hours, including weekend work, based on a requirement roster. In particular you are expected to attend Western Bulldogs home/away games and events as required by the Western Bulldogs.

If you are interested in working in a challenging yet extremely satisfying position please email your resume and a cover letter outlining your key attributes to our Human Resources division by email to hr@westernbulldogs.com.au by Friday 18th May 2013.

A probationary period applies to this position. Please note that due to the high level of interest only those applicants short listed will be contacted.

We will be conducting an internal recruitment process and therefore, recruitment agencies will not be engaged and need not contact the Club.