



### Our Purpose

To provide safe, customer-focussed, integrated and efficient transport services.

<b>Position Title</b> Cash & Accounts Officer	<b>Level</b> 3	<b>Position Number</b> 32484
<b>Division/Directorate</b> Finance & Contracts	<b>Branch/Section</b> Accounting Services	
<b>Effective Date</b> March 2016	<b>Health Task Risk Assessment Category</b> 5	

### Reporting relationships

Superordinate: Accounting Services Team Leader, Level 5  
Subordinates: No Direct Reports

### Key role of this position

The primary function of this position is to control and coordinate the Public Transport Authority's Cash Management activities and provide quality assurance for Accounts Payable activities in accordance with legislation, policies and procedures.

### Core duties and responsibilities

- Daily treatment of Receipts and Payments to reflect movements on the bank statement in the General Ledger.
- Liaises and coordinates regularly with the Accounts Payable, Receivable and divisional stakeholders in relation to assessing the appropriate treatment for receipts and payments in the General Ledger.
- Uploads batches producing EFT payments through the integrated finance systems ensuring accuracy of expenditure.
- Process international money transfers, urgent (priority) payments, customer SmartRider and ticket refunds.
- Responsible for the investigation and correction of all discrepancies and errors detected in processing.
- Investigates duplicate payments, liaises with accounts payable, and initiates appropriate follow up action where necessary.
- Attends to all processes relating to dishonoured, returned and stale cheques.
- Supplies and maintains customised bank deposit forms and cheques.
- Responsible for the utilisation of appropriate general ledger account classifications and GST tax code on payments.



- Processes and reconciles Bank interfaces.
- Daily update of cash flow to reflect agency cash movements.
- Frequent update of cashflow forecast to facilitate oversight of cash requirements in future months.
- Quality assurance and reconciliation of monies treated in the GL and identification of variances against bank statement.
- Regular investigation, follow up and clear out of items in suspense accounts.
- Monthly preparation of Bank Reconciliation.
- Proactively participates and assists the Accounting Services team leader in the implementation and documentation of business improvement processes in relation to the daily treatment of revenue and expenditure in the general ledger.
- Carries out other accounting and clerical tasks and functions as required.

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## Essential Work Related Requirements

### 1. Job Specific

- Sound knowledge of FMA and Treasurers Instructions, Delegations Manual, policies and procedures with a particular emphasis upon Revenue and Expenditure.
- Proven experience in accrual based accounting procedures.
- Proven experience and proficiency with spreadsheets and accounting software, particularly a general ledger system.
- Possession of or progression towards a relevant tertiary qualification.

### 2. Communication and Interpersonal

- Good verbal and written communication skills.
- Good interpersonal skills, with an ability to liaise with a broad range of internal and external customers on a variety of matters.
- Ability to work autonomously and in a team environment.

### 3. Conceptual, Analytical and Problem Solving

- Good conceptual and problem solving skills.

### 4. Organisation

- Good organisational and time management skills with an ability to work to deadlines.

## Special Appointment Requirements

- Satisfactory completion of required medical examinations to verify physical fitness to perform the duties of the position.
- Provision of a current National Police Clearance certificate, dated 3 months or less from the date of application for the position.



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**Certification**

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

**Managing Director / Executive Director / General Manager**

.....  
**Signature**

.....  
**Date**

**Employee**

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the PTA's Code of Conduct and the PTA's Values.

.....  
**Signature**

.....  
**Date**

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