



ACCOUNTS RECEIVABLE OFFICER

- Fantastic opportunity for an accounts professional looking for work/life balance
- Part time (4 day week) work option available
- Holden Centre location working with one of Australia's Biggest Sporting Brands

Collingwood Football Club is looking for an experienced, proactive and self-motivated Accounts Receivable Officer to join our team.

Part of the Finance group but working closely with all departments of the Club, this is a role for someone who is organised, has high attention to detail and is able to hit the ground running and manage the entire Accounts Receivable function.

You will be responsible for the receipting and banking of all monies, reconciliation and maintenance of customer accounts, customer query handling and daily bank statements. The key focus of this role is not only ensuring the AR process runs smoothly and effectively but also being the approachable, 'go to' person for the team.

We're looking for an outgoing individual who is proactive, self-driven and great at providing timely support and organisation across the business. To be successful you will have the ability to relate to people at all levels of the club, demonstrate a "roll your sleeves up" attitude and have an outgoing and personable work style with a strong work ethic and high level of accuracy and organisation.

Previous experience working in an accounts receivable role is essential, as is the ability to juggle many things at once, prioritise tasks, meet deadlines and manage your own workload.

Formal business or accounting qualifications and knowledge of Microsoft Dynamics AX accounting package would be advantageous but are not essential.

As a flexible workplace, we are open to part time arrangements (4 days a week) in addition to the chance to work in a high performance facility and exciting work environment.

If you are looking for the opportunity to work with our dynamic club, then please send us a full CV and covering letter (including your salary expectations) to careers@collingwoodfc.com.au