

## ACCOUNTS RECEIVABLE OFFICER

- National sporting organisation
- Supportive and respectful team
- Eastern suburbs location



Enjoying a history that extends beyond 125 years, Hawthorn Football Club is a proud, successful and respected member of the Australian Football League, well placed for future success. We live and breathe our values of Dynamic, Humble, Relentless, Respectful and Selfless.

Due to an internal promotion, a fantastic career opportunity has become available for a dynamic Accounts Receivable Officer to join the team.

Reporting directly to the Financial Accountant, the successful candidate will have high attention to detail, excellent communication skills and a strong knowledge of accounting processes.

Your primary responsibilities will include:

- Daily bank reconciliations for all Club accounts and associated entities;
- Management of the clubs' debtors ledger;
- Processing corporate payments;
- Cash flow analysis;
- Processing of invoices to relevant clients;
- Dealing with external customers and internal resources on a daily basis.

The club is looking for someone with strong time management skills who would fit comfortably into a friendly and dynamic work environment. The ideal candidate will be energetic, have excellent communication skills and possess a high attention to detail.

This role may be suited to a Graduate Accountant looking for their first professional role at entry level. Alternatively, previous experience in a similar role would be beneficial.

This is a full time position that may require some weekend work. For the right candidate, we offer a competitive salary package, negotiable depending on experience. In addition, the club's Benefits Program includes professional development opportunities, free parking, gym and pool access and an in-house health program.

A Working with Children Check and Police Check are also a requirement of the role upon commencement of employment. As an employer of an AFL club you must also comply with AFL Rules & Regulations which includes prohibiting employees from gambling on AFL football.

Please forward your CV and cover letter via [seek](#). Applications close Friday 14th November 2019.

*Applications are encouraged from all sectors of the community and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander community.*