

Accounts Officer

Location: Truganina

Employment Type: Full time

CERTEX Lifting and our affiliated Australian companies supply lifting equipment, steel wire rope, height safety, and other lifting solutions, alongside connected services including testing, maintenance, assembly, and hire of lifting products for industrial applications in a wide range of industries. With over 18 Australian sites across 5 brands, we are one of Australia's largest providers of lifting equipment solutions, with a far-sighted focus on sustainable growth.

Due to company growth, we have identified the need to add an additional Accounts Officer to our Finance & Accounts team.

The work environment

This role is an in-house or hybrid role in our Truganina branch. You will work collaboratively with other Accounts Officers and finance personnel located around Australia to support the accounts function of the business.

You will be working in a close-knit, supportive team, who meet regularly via video-chat to discuss Accounts matters and solve problems together. They support each other in innovative ways, including each person taking responsibility for developing training resources to ensure everyone has the tools to do any part of the job.

The department manager is hands-on and dedicated to ensuring each employee has a regular opportunity to discuss issues and solve problems one-to-one.

The role

This is a cross-functional role that includes a range of responsibilities such as Accounts Receivable, Accounts Payable, invoicing, and bank reconciliations (but not payroll). To ensure uninterrupted support and promote work-life-balance within the team, Accounts Officers do not have dedicated responsibility in any one area and will be trained in all account's functions. However, to create a smoother flow of work, everyone in the team takes on something as a key focus area; becoming the "go-to" person for that area. Some of the key responsibilities of the role include:

- Assisting with sales invoicing at month-end to ensure sales are finalised and recorded in the correct month.
- Debtor reconciliation, maintaining aged debtors, and managing debtor portals.
- Credit checks for new clients.

- Entering supplier invoices and assisting with timely payment of accounts.
- Statement reconciliations and assisting with bank reconciliations.
- Supporting purchase invoicing including ensuring correct records are captured against purchase orders and purchase orders are approved.
- Customer service, including responding to customer enquiries via phone and email.

What we are looking for - Must Haves

Your resume and Seek responses should show evidence of the following:

- Solid experience in a similar role (4 years ideally).
- Certificate IV or higher in bookkeeping, financial services, or business administration, or similar relevant qualification.
- Advanced proficiency in Xero.
- Experience working with multi-entity or multi-location accounts.
- End to end accounts payable and accounts receivable experience.
- Microsoft experience especially Excel, SharePoint & Teams.
- You are willing to undergo a basic pre-employment medical (general health screening), including drug and alcohol screening (this is standard for all employees, regardless of department).
- You have the legal right to work in Australia on a permanent basis.

What we are looking for – Nice to Have

While not mandatory, if we can also identify these things on your resume, that will set you apart from the crowd:

- Experience using Business Central (Microsoft Dynamics) software.
- Experience supporting the Accounts function of a geographically dispersed company.
- Experience supporting the Accounts function of a product-and-service based company in a “heavy” industry such as construction or mining.
- Experience working in a small team environment.
- An understanding of international payments and foreign exchange systems.

Who we are looking for

We are looking for someone whose previous employers can attest to the following traits and work habits:

- Comfortable with using and embracing digital tools for work and communications, (such as video-calls and screen capturing).
- Excellent communication skills – being clear and keeping the right people informed, and able to work cohesively and collaboratively with a team.
- Comfortable switching and reprioritising tasks to manage unexpected urgent tasks.
- Excellent attention to detail, particularly in identifying discrepancies in numerical data, and taking action to address them.
- Interested in learning and growing your skills, and adept at learning and applying learned knowledge.
- You know how to make things happen – you are adaptable and able to find solutions.
- You are far-sighted – understanding the impact of your actions on the future and acting to prevent future issues.
- You are good to work with – considerate, professional, and courteous towards others.

Why this is a good opportunity

Certex Lifting is one of Australia's largest lifting equipment and service companies, with a far-sighted focus on sustainable growth.

We pride ourselves on being good to work with, and this translates to a friendly, open, and comfortable company culture.

We are committed to providing opportunities for development to employees to ensure they have the confidence and knowhow to provide superior customer outcomes and want to be a long-term part of the team.

How to apply

If you believe you have what we are looking for and want to be part of the team,

[APPLY ONLINE NOW.](#)