



Job Description: NZ

POSITION TITLE: Accounts Receivable – New Zealand Operations

REPORTS TO: Team Leader – Accounts Receivable

DATE: 19/04/2015

SCOPE OF THE ROLE

As a member of the Finance Team, your primary responsibility is the invoicing to external customers.

You will need to provide support and work closely with other areas of the Finance Team and internal stakeholders, including Sales and Operations.

You will need to be proactive, approachable and professional with both internal and external stakeholders.

RESPONSIBILITIES

- Review all sales orders and ensure invoicing occurs in a timely and accurate manner.
- To provide monthly invoicing to our large customers.
- Ability to reconcile data from the Eroad Depot system to ensure billing is correct.
- Co-ordinate billing in line with sales contracts and conditions.
- Communicate with Sales, Customer Care and Service Delivery where there is incomplete or unclear sales information.
- Proactively investigate any issues customers may have concerning invoicing related queries.
- Account reconciliation and liase to ensure receipting is completed accurately.
- Keep accounting records tidy and accurate.
- Other finance related tasks

COMPETENCIES

- Accounting systems knowledge, in particular Finance Force Accounting (AR and GL)
- Microsoft Excel, Word and Outlook
- High level of accuracy for data entry
- Experience working with web based systems (like EROAD's Depot system)

PERSONAL ATTRIBUTES

- Can-do attitude
- Strong multi-tasking ability
- Resilience



	<ul style="list-style-type: none">• Proactive and open to change
REQUIRED EXPERIENCE	<ul style="list-style-type: none">• Account reconciliation experience• Managing high volume of transactions• Experience working in a high-performing and busy environment

This Job Description is not intended to be complete or limiting – the role will require a proactive and flexible approach to manage tasks that support a rapid and innovative product development environment.

EROAD is in a “high growth” mode. There will be times when the role will be required to complete tasks outside those mentioned above because this role will have the relevant skills and may have higher availability than other team members.



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