Job Description: NZ

POSITION TITLE: Accounts Administrator – New Zealand Operations

REPORTS TO: Accounts Manager	DATE 19/01/2018

SCOPE OF THE ROLE	This role will form part of a project team that will transition existing customer service contracts from our third-party leasing provider to our in-house finance team. Your primary responsibilities will be conducting complex account reconciliations and the set up of new billing arrangements. You will need to work closely with other areas of the Finance Team as well as other internal stakeholders, including Sales and Customer Operations.
	You will need to be proactive, approachable and professional with both internal and external stakeholders.
RESPONSIBILITIES	- Review and reconcile all unit and contract information from the third-party funding provider with EROAD's internal systems - Establish all new sales order and contract information as required in EROAD's billing systems and ensure invoicing occurs in a timely and accurate manner - Ability to reconcile data across multiple systems to ensure billing is accurate - Co-ordinate billing in line with sales contracts and conditions - Communicate with Sales, Customer Operations and Service Delivery as required - Proactively investigate any issues customers may have concerning invoicing related queries - Other finance related tasks as required
COMPETENCIES	- Experience with accounting systems / packages (Microsoft Dynamics AX / 365 preferred but not essential) - Competence with Microsoft Excel, Word and Outlook - Strong attention to detail with a high level of accuracy
PERSONAL ATTRIBUTES	- Can-do attitude - Strong multi-tasking ability - Resilience - Proactive and open to change - Comfortable working in a dynamic technology focussed environment

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REQUIRED EXPERIENCE	• Account reconciliation experience
	• Experience managing a high volume of transactions, with exposure to leasing desirable but not essential
	• 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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