

VACANCY	POSITION INFO	SELECTION CRITERIA	DUTIES OF POSITION
<b>ACCOUNTS RECEIVABLE SUPERVISOR</b> <i>1 POSITION</i>	35,000 – 40,000 Fixed Shift: 7am – 5pm M-Th 7am – 4pm F	<ul style="list-style-type: none"> <li>• ESSENTIAL - Excellent English Communication Skills</li> <li>• ESSENTIAL – Intermediate level experience in Microsoft Excel</li> <li>• ESSENTIAL - Previous experience in collecting debt over the phone or in generating and managing distribution of invoices to customers</li> <li>• PREFERRED – Leadership training or experience</li> <li>• AN ADVANTAGE – Existing knowledge in Microsoft Dynamics Navision or AxioM</li> </ul>	<p>The Bluestone Accounts Receivable team (total of 6 staff – including you) will be made up the Invoicing Officers and the Collections Officers. The main purpose of the team is to ensure invoices are produced accurately and on time.</p> <p>The Supervisor position will be required to complete Invoicing or Collections functions as well as take on additional leadership duties for the team. As the leader, you will be responsible for:</p> <ul style="list-style-type: none"> <li>• Day-to-day liaison with the Accounts Receivable Manager in Australia</li> <li>• Ensuring staff in the AR team adhere to scheduled activities</li> <li>• Handle escalation of issues to Australia and Payroll supervisors for resolution</li> <li>• Generating reports as required by management</li> <li>• Day-to-day management of personnel matters within the team</li> <li>• Leadership, coaching and guidance for AR team</li> <li>• Daily duties as an Invoicing or Collections officer as required</li> </ul>
<b>COLLECTIONS OFFICER (ACCOUNTS RECEIVABLE)</b> <i>3-4 POSITIONS</i>	28,000 – 35,000 Fixed Shift: 7am – 5pm M-Th 7am – 4pm F	<ul style="list-style-type: none"> <li>• ESSENTIAL - Excellent English Communication Skills</li> <li>• ESSENTIAL – Intermediate level experience in Microsoft Excel</li> <li>• ESSENTIAL - Previous experience collecting debt over the phone</li> <li>• AN ADVANTAGE – Existing knowledge in Microsoft Dynamics Navision or AxioM</li> </ul>	<p>Collection Officers will be a part of the Accounts Receivable team and responsible for:</p> <ul style="list-style-type: none"> <li>• Managing a portfolio of clients to ensure they are adhering to payment deadlines</li> <li>• Working with Branches &amp; Payroll to resolve invoice disputes of clients to ensure speedy resolution of issues and swift payment of invoices</li> <li>• Adhering to the collection procedures and escalation timelines for clients who have overdue invoices</li> <li>• Document details, provide recommendations and escalate to Senior collection officers for clients who</li> </ul>

			<p>are not adhering to agreed payment arrangements</p> <ul style="list-style-type: none"> <li>• Check bank accounts to record payment of invoices against clients invoices</li> <li>• Carry out Credit Assessments including reference checks to previous suppliers on new clients and send to Senior Collection Officer for approval</li> <li>• Complete reports as required on the payment profile of your portfolio of clients</li> </ul>
<p><b>SENIOR FINANCIAL ACCOUNTANT (BLUESTONE)</b> <i>1 POSITION</i></p>	<p>60,000 – 70,000 Fixed Shift: 8am – 6pm M-Th 7am – 4pm F</p>	<ul style="list-style-type: none"> <li>• ESSENTIAL - Excellent English Communication Skills</li> <li>• ESSENTIAL – CPA Qualified</li> <li>• ESSENTIAL – Expert level experience in Microsoft Excel</li> <li>• ESSENTIAL – Minimum of 10 years on the job experience as an Accountant</li> <li>• ESSENTIAL – Excellent Technical Accounting Skills</li> <li>• PREFERRED – Previous experience in Financial Statement preparation for Public Listed entities or Fortune 500 companies</li> <li>• AN ADVANTAGE – Existing knowledge in Australian Management Accounting</li> <li>• AN ADVANTAGE – Existing knowledge in Microsoft Dynamics Navision</li> <li>• AN ADVANTAGE – Experience in a Big 4 firm with some commercial experience</li> </ul>	<p>The Senior Financial Accountant will work closely with our Bluestone Corporate division to prepare the consolidated financial reports of the Australian Stock Exchange public company. Duties will include:</p> <ul style="list-style-type: none"> <li>• Consolidation of Financial Statements</li> <li>• Preparation of Annual Financial Reports for ASX filings</li> <li>• Financial Modelling</li> <li>• Cashflow modelling and reporting</li> <li>• Preparing commentary and details for Auditors on Financial Statements</li> <li>• Application of International Financial Reporting standards</li> </ul>
<p><b>MANAGEMENT ACCOUNTANT</b> <i>3 POSITIONS – BLUESTONE</i> <i>2 POSITIONS –</i></p>	<p>45,000 – 65,000 Fixed Shift: 8am – 6pm M-Th 7am – 4pm F</p>	<ul style="list-style-type: none"> <li>• ESSENTIAL - Excellent English Communication Skills</li> <li>• ESSENTIAL – Expert level experience in Microsoft Excel</li> <li>• ESSENTIAL – Minimum of 5 years on the job</li> </ul>	<p>The Management Accountants will work with ResCo and Bluestone head office finance teams to complete the day-to-day financial transactions of the Australian businesses. Duties will include:</p> <ul style="list-style-type: none"> <li>• Preparation of Financials including P&amp;L and Balance Sheets</li> </ul>

<b>RESCO</b>		<p>experience as an Accountant</p> <ul style="list-style-type: none"> <li>• ESSENTIAL – Excellent transactional Accounting Skills</li> <li>• PREFERRED, BUT NOT ESSENTIAL – CPA Qualified</li> <li>• AN ADVANTAGE – Existing knowledge in Australian Management Accounting</li> <li>• AN ADVANTAGE – Existing knowledge in Microsoft Dynamics Navision or Pronto financial software</li> <li>• AN ADVANTAGE – Experience in a Big 4 firm with some commercial experience</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation of EOM reports including analysis and commentary</li> <li>• Analytical review of business financial performance with operational management</li> <li>• WIP reporting including profitability analysis and validation of WIP values</li> <li>• Preparation of government reporting and remittances</li> <li>• Maintenance of fixed asset registers</li> <li>• Bank reconciliations</li> <li>• Cash flow preparation</li> <li>• Reporting requirements as requested</li> </ul> <p>1 position out of the 3 will be a supervisory role, and will be allocated based on the experience and qualifications of the applicants.</p>
<b>ACCOUNTANT (PHILIPPINES)</b> <b>1 POSITION</b> <b>Replacement Staff</b>	25,000 - 30,000 Fixed Shift: 9am – 7pm M-Th 9am – 6pm F	<ul style="list-style-type: none"> <li>• ESSENTIAL - Good English Communication Skills</li> <li>• ESSENTIAL – Intermediate level experience in Microsoft Excel</li> <li>• ESSENTIAL – Minimum of 3 years in a finance related position preparing Philippines accounts or payroll</li> <li>• ESSENTIAL – Excellent transactional Accounting Skills</li> <li>• AN ADVANTAGE – Existing knowledge in MYOB or Microsoft Dynamics Navision</li> </ul>	<p>The Philippines Accountants will work with UltimateSkills and Humanis Philippines day-to-day financial transactions of the Philippines businesses. Duties will include:</p> <ul style="list-style-type: none"> <li>• Preparation of Financials including P&amp;L and Balance Sheets</li> <li>• Preparation of EOM reports including analysis and commentary</li> <li>• Preparation of government reporting and remittances</li> <li>• Payroll preparation and processing for Philippines based staff</li> <li>• Maintenance of fixed asset registers</li> <li>• Bank reconciliations</li> <li>• Cash flow preparation</li> <li>• Reporting requirements as requested</li> </ul>