



PAPUA NEW GUINEA UNIVERSITY OF NATURAL RESOURCES & ENVIROMENT

"Sustaining Our Future"

Private Mail Bag, **RABAUL**. East New Britain Province. Papua New Guinea | phone (675) 983 9144 | fax (675) 983 9166

FORM 2.3

JOB DESCRIPTION

		POS. NO: UNR AC 010
DEPARTMENT <i>University of Natural Resource & Environment</i>	DESIGNATION/CLASSIFICATION <i>REVENUE OFFICER 1 (Accounts Receivable)</i>	
OFFICE/AGENCY CHANCELERY	LOCAL DESIGNATION <i>Revenue Officer</i>	
DIVISION <i>Administration</i>	HIGHEST SUBORDINATE <i>Nil</i>	POS. NO.
BRANCH <i>Business & Finance</i>	IMMEDIATE SUPERVISOR <i>Assistant Accountant – Revenue</i>	POS. NO. <i>UNREEX 004</i>
SECTION <i>Bursary</i>	LOCATION <i>Vudal, ENB</i>	

HISTORY OF POSITION

DPM FILE NO.	DATE OF VARIATION	DETAILS
SCMC- Vudal/95	12/12/1995	New Establishment, newly created
SCMC –Vuda/00	10/06/2000	Re-structure/Re-organization
SCMC – UNRE/05	21/07/2005	Re-structure/Re-organization

1. PURPOSE

The position will be responsible for reconciling, records and reports on revenue collected from State taxes and fines and ensures reconciliation in the Revenue section effectively and efficiently. This role prepares relevant notes to the annual financial statements and ensures the accuracy of data submitted for inclusion in the State accounts.

2. ACCOUNTABILITIES

The Accounts Receivable Officer will need to be hands on and should be able to efficiently manage the daily operations and strategic objectives of the School's Billing and Accounts Receivable cycle through design, implementation, maintenance, and management of all of the School's Accounts Receivable business functions and procedures from billing through the collection process.

3. MAJOR DUTIES

- Accurately handle student related and other billing activities on specified dates.
- Properly record and apply cash, checks and credit card receipts to outstanding student invoices, and where necessary directly interact with families promptly to reconcile discrepancies and questions.
- Support annual financial statement audits by compiling the required audit schedules and provide a reconciled statement of outstanding receivables that reconciles with the ledger balance.
- Assist with month-end financial statement closings by providing a verified listing of the month end billings as well as a statement of the reconciled outstanding student and other balances
- Support Accounts Payable activities, perform other accounting tasks, and participate in accounting projects on an as required basis
- Support Management by distributing timely and accurate Accounts Receivable information
- Maintaining accounts receivable files and records.
- Producing monthly reports.

4. POSITION AND PERSON SPECIFICATIONS

QUALIFICATIONS

- Bachelor's degree Qualification in Accounting or Business Management
- Certified Practicing Accountant

KNOWLEDGE

- Public Service Financial (Management) Act
- Public Service Management Act
- PS General Order
- UNRE Act
- UNRE Statute

SKILLS

- Computer literate (Word/Excel)
- Should possess Management/Supervisory skills
- Public Relation skills
- In good health

WORK EXPERIENCE

- Five (5) years in accounting