Position Description – Accounts All-Rounder

Nov 27, 2026 · @Jenny

Quest Carpets (a division of Quest Flooring Pty Ltd) · Dandenong South, VIC

Position details

Item	Detail
Position title	Accounts All-Rounder
Department	Finance / Accounts
Reports to	Finance Assistant and Chief Financial Officer (CFO)
Location	Dandenong South, VIC (on site, on-site parking)
Employment type	Full-time, permanent
Hours	38 hours per week, Monday to Friday
Award / classification	Clerks – Private Sector Award 2020, Level [__ – to be confirmed]
Remuneration	Competitive salary package, commensurate with experience, plus superannuation

Position purpose

The Accounts All-Rounder is a hands-on role that manages day-to-day accounting, bookkeeping and financial administration end to end at the Dandenong South site. Its primary focus is accounts payable, including the documentation, costing and payment of import and export shipments.

The role also moves between support to accounts payroll, reconciliations, receivable, the general ledger and month-end support, and covers these areas during peak periods and leave so the finance team has depth and continuity. It suits someone organised and adaptable who is comfortable working with autonomy and clear expectations.

All work is carried out within the company's Authority Policy and in line with Quest's policies, procedures and work instructions.

Key responsibilities

Area	Approx. time
Accounts payable	60%
Import and export	20%
Accounts receivable support	10%
Reconciliations, general ledger, compliance and reporting support	5%
Payroll and superannuation support	5%

Accounts payable (approx. 60%)

- Set up and maintain the creditor master file, including new supplier set-up.
- Verify any change to supplier bank details by an independent call-back to a known contact before it is entered (payment fraud control).
- Receive, check, code and enter supplier invoices accurately and on time, matching them to purchase orders and goods receipts (three-way match).
- Ensure every invoice is correct and approved in line with the Authority Policy before payment.
- Investigate and resolve pricing, quantity and delivery discrepancies with purchasing, the warehouse and suppliers.
- Check domestic freight and carrier invoices (e.g. GMK Logistics) line by line against contracted rates, minimums and fuel levies, and recover any overcharges.
- Reconcile local and overseas supplier accounts to statements monthly and follow up outstanding items.
- Prepare scheduled payment runs for approval, process EFT payments and send remittance advices.
- Process staff expense claims and reconcile company credit cards.
- Month-end: accruals, reconciliation of the AP ledger to the general ledger, and aged creditors reporting.
- Respond promptly and professionally to supplier and management queries on invoices and payments.
- Perform regular credit card and balance sheet reconciliations (clearing, accrual, prepayment and GST accounts).
- Write and maintain documented procedures for all AP and import processes.

Import and export (approx. 20%)

- Check import documents for accuracy and completeness: commercial invoices, packing lists, bills of lading / air waybills, certificates of origin and any treatment or fumigation certificates.
- Enter shipment details and landed costs (product cost, freight, duty, customs and port charges, import GST) into [the ERP / accounting system] so stock is costed correctly.
- Liaise with freight forwarders, customs brokers and shipping lines on inbound and outbound shipments.
- Track shipment ETAs and keep purchasing and the warehouse informed of arrivals and delays.

Accounts receivable support (approx. 10%)

- Allocate customer receipts daily.
- Follow up overdue accounts by phone and email and help prepare aged debtors reports.
- Set up new customer accounts and process credit applications.
- Cover accounts receivable duties during peak periods and leave.

Reconciliations, general ledger, compliance and reporting support (approx. 5%)

Reconciliations and general ledger

- Complete daily bank reconciliations and process bank and credit card deposits.
- Prepare and post general ledger journals and keep the ledger accurate.
- Prepare and input online banking payments for authorisation and release by approved signatories.
- Maintain and reconcile petty cash.

Tax and compliance

- Prepare data for Business Activity Statements (BAS) and complete GST reconciliations.
- Prepare end-of-financial-year documentation and support the external audit.

Month-end and reporting

- Assist with month-end and year-end close tasks.
- Track cash flow and help prepare basic budgets and forecasts.
- Prepare ad-hoc financial reports for the CFO, Finance Assistant and management.

Process and admin

- Maintain filing and record-keeping standards.
- Help streamline finance workflows and strengthen controls.
- Other duties as reasonably directed within your skills and capability.

Payroll and superannuation support if required (approx. 5%)

- Collect and check timesheet and time-clock data for factory, warehouse and office staff, including overtime, shift allowances and penalty rates.
- Enter leave, new starter and termination details, and prepare onboarding paperwork (TFN declarations, superannuation choice forms, bank details).
- Assist and back up the payroll officer to process the weekly and monthly pay runs and Single Touch Payroll (STP) lodgements.
- Maintain leave accruals (annual, personal and long service leave) and check them each pay cycle.
- Calculate and reconcile PAYG withholding, and submit superannuation contributions on time in line with Australian requirements.
- Assist with payroll tax remittances and the annual WorkSafe Victoria remuneration declaration.
- Work with the Return to Work Coordinator so WorkCover weekly payments and reimbursements are processed correctly through payroll.
- Keep all employee and payroll information strictly confidential.

Skills, experience and qualifications

Essential

- Proven hands-on experience in Australia as an Accounts All-Rounder, Assistant Accountant or Senior Bookkeeper, including at least 3 years in full-function accounts payable.
- Experience processing foreign currency supplier payments.
- Sound understanding of double-entry accounting, GST (including import GST) and BAS.
- Practical experience with accounting software or an ERP system [e.g. MYOB, Xero, Pronto, SAP].
- Intermediate Microsoft Excel/Word/Outlook/Teams skills.
- Strong attention to detail and accuracy with numbers.
- Clear written and verbal communication, and the confidence to deal with suppliers, brokers and staff.

- Organised and adaptable, able to manage competing deadlines and work both independently and in a small team.

Desirable

- MYOB experience.
- Hands-on experience with import documentation, landed costing and checking broker and forwarder invoices.
- Experience checking freight invoices against contracted carrier rates.
- Experience in a similar sector, such as manufacturing, flooring, logistics, wholesale or trades.

What we offer

- Competitive salary package, commensurate with experience, plus superannuation.
- Convenient Dandenong South location with on-site parking.
- Supportive team environment with clear expectations and autonomy.

Key relationships

- **Internal:** CFO, Finance Assistant, payroll officer, purchasing, warehouse and dispatch, sales and customer service, Return to Work Coordinator and HR.
- **External:** suppliers, freight forwarders, customs brokers, shipping lines, domestic carriers, customers, banks and external auditors.

Work health and safety

- Follow company WHS policies and procedures and take reasonable care for your own health and safety and that of others.
- Report hazards, incidents and injuries promptly.
- Take part in WHS training and consultation as required.

Acknowledgement

I have read and understand this position description.

	Employee	Manager
Name		

	Employee	Manager
Signature		
Date		