



Accounts Officer

Part-time role 9 hours per week

Hourly pay rate (clerks level 3) \$28.69 + superannuation

About ASTA

The Australian Science Teachers Association (ASTA) is a federation of the science teachers associations from all eight Australian states and territories.

We believe that by supporting science teachers, we inspire a new generation of scientists and researchers who can advance scientific research and solve problems that will lead us to a better tomorrow.

Our mission is to harness the collective strength of our state and territory science teachers associations and their membership in advocating for science educators nationally. We work to achieve this mission through advocacy; delivery of national professional development opportunities; national outreach programs, resources, and services of benefit to teachers and students; including the establishment of networks and partnerships across a broad audience.

About the position

Our Accounts Officer plays a crucial role in supporting the Association and science teachers nationally through their state and territory associations. This position assists the Association and our team with general accounts and works closely with our external accountant and bookkeeper.

The position is a permanent part-time remote role with the possibility of a flexible working schedule, making it an excellent opportunity for someone seeking a balance between professional and personal commitments. The position reports to our Office and Operations Manager.

ASTA is an officeless organisation with our employees and volunteers all working remotely across Australia.

About you

We are looking for a highly organised individual with demonstrated experience in accounts, ideally within a small business or team environment. You will need to work independently and efficiently with minimal supervision, ensuring tasks are completed accurately and on time.

This role would suit someone who is proactive, detail-oriented and capable of managing multiple responsibilities across financial and administrative areas. You will thrive in this role if you enjoy working in a collaborative environment while also being self-driven to complete tasks autonomously.

You are a good fit for this role if you:

- have experience in managing accounts payable and receivable processes, financial reconciliations, and reporting
- possess excellent communication skills to liaise effectively with internal team members and external stakeholders.
- are skilled at maintaining organisational systems and databases
- can juggle multiple priorities and adapt to changing circumstances while ensuring accuracy and attention to detail.
- are committed to continuous improvement and professional development.

You will be required to:

Accounts

- manage accounts inbox
- produce and verify invoices for payment
- upload invoices to be paid
- reconcile bank deposits in Xero
- reconcile ecommerce payments from Stripe
- reconcile financial statements in Xero
- process subscription and sales requests from website
- communicate payment reconciliations with key relationships
- prepare end-of-month journals, reconciliation and generation of monthly accounting reports
- communicate with stakeholders, suppliers, customers and third-party vendors regarding invoices and payment terms
- liaise with our bookkeeper on financial matters
- manage and escalate payment disputes and resolutions
- manage record keeping and archiving

Key Relationships

Internal	
Executive Director	Support in the preparation of finances and associated reports and on other matters as requested.
Office & Operations Manager	Reporting Manager. Collaborate on payment reconciliations.
Programs & Partnerships Manager	Collaborate on payment reconciliations.
Communications & Marketing Manager	Collaborate on payment reconciliations
External	
Bookkeeper	Collaborate and support with engagement responsibilities as set out in our contract agreement.
Auditor	Provide information requested for end-of-year reporting.
Partner organisations	Support with engagement responsibilities as set out in any auspiced contract agreements.
External stakeholders (Government agencies, funding partners, teachers, schools, etc.)	Monitor, address and/or escalate requests and issues.

Selection Criteria

We are looking for someone with the following strengths:

Essential

- 1. Financial:** Understanding of accounts payable and receivable, reconciliations, budgets and financial reports.
- 2. Computer literacy skills:** Knowledge of accounting software, spreadsheets and CRMs.
- 3. Data processing:** Use validation and verification techniques with a high level of meticulousness to implement high volume data, correct data errors and inconsistencies, ensure accuracy and reliability of data.
- 4. Strong communication skills:** Strong interpersonal and communication skills, capable of effective and clear oral and written communication, particularly as it relates to problem solving and the ability to foster relationships with a broad range of stakeholders.
- 5. Strong organisational skills:** Excellent organisational and time management skills and the ability to prioritise workloads, manage conflicting deadlines and adapt to a constantly changing environment.
- 6. Agility:** As the Association continues to grow, we are looking for someone who is willing to be flexible and work with us to build the journey ahead.
- 7. A team player:** Able to work with diverse teams, provide strategic and operational support to all levels and develop collaborative, supportive professional relationships.
- 8. Remote working:** Ability to work remotely, including access to internet and phone services.

For more information email careers@asta.edu.au