

JOB DESCRIPTION

Role:	Accounts Receivable Officer– NDIS SDA Revenues
Reports To:	Head of Finance
Type:	Full-time, ongoing
Remuneration:	\$75,000 to \$85,000, plus superannuation

THE ROLE

ABOUT ENLIVEN HOUSING

Enliven Housing is a registered Specialist Disability Accommodation (**SDA**) provider who strives to provide innovative accommodation to the disability sector. We endeavor to provide the best SDA products in the market and currently have sites in Sydney, Melbourne, Canberra, and Adelaide with strong growth expectations supported by a pipeline of dwellings across Australia.

Enliven Housing is changing the way people with disability think about their housing options.

The growing team are now seeking a highly motivated and results driven Accounts Receivable Officer to join the passionate and professional team to provide exceptional accounts receivable services.

GENERAL OVERVIEW

As Accounts Receivable Officer for SDA Revenues, you will play an integral part in managing SDA payment claims and Assistive Technology claims through the National Disability Insurance Scheme (**NDIS**). This role is ideal for someone who thrives in a fast-paced environment and has great attention to detail, and an aptitude for problem-solving. Excellent written and verbal communication skills are a necessity.

The successful candidate will work under the guidance of senior management and in collaboration with our tenancy team to maintain accurate accounts receivable transactions, assist with resolving discrepancies and support the timely collection of payments from the NDIA.

SPECIFIC DUTIES

Key duties of the role include:

- Liaise with tenancy team and other stakeholders to prepare and process SDA claims ensuring they are accurate and occur in accordance with scheduled timeframes.
- Prepare and process SDA claims through the Government portal.
- Ensure that all claims are accepted and resolve any that are rejected on submission.
- Download NDIS SDA Payment remittance files.
- Reconcile receipts within CX.
- Bank Reconciliation within Xero.
- Investigate discrepancies and work collaboratively with the tenancy team so that they can resolve SDA issues/discrepancies in a timely and efficient manner.
- Act as a point of contact for issues related to the SDA payment and Assistive Technology claims and administrative errors with the National Disability Insurance Agency.
- Issue SDA Quotes in liaison with the tenancy team.
- Monitor and follow up payment of Assistive Technology claims.
- Perform various administrative tasks to support the efficient operation of the finance team.

- Ensure all work is compliant with relevant regulatory standards.
- Other duties as required of the role.

KNOWLEDGE AND SKILLS

- Minimum 2 years' experience in accounts receivable.
- Accounting qualifications – as a minimum TAFE certification, or higher.
- Demonstrable understanding of double-entry bookkeeping principles
- Knowledge of Xero for data entry financial management purposes, and Microsoft Office Suite (Excel).
- A basic understanding of business law and credit principles
- Knowledge of NDIS claiming process (preferable).
- Exceptional attention to detail.
- Ability to process high volume transactions.
- Strong organisational skills.
- Excellent communication skills and interpersonal skills.
- Good time management skills, ability to prioritise, organise and keep track of daily tasks.
- Capacity to work autonomously and as part of a team.
- Capacity to identify issues/challenges and present solutions.
- Positive and collaborative team player attitude.

ATTRIBUTES

- **Communication** – Be open to receiving ideas from diverse viewpoints and able to communicate messages so that they are universally understood.
- **Presence** - Demonstrate composure and confidence.
- **Collaboration** - Build partnerships and work with others to meet shared objectives.
- **Innovation** – Move Enliven beyond traditional ways of thinking.
- **Adaptability** – Respond to changes willingly and recognize when to adjust based on the situation.

TRAVEL

You may be required to travel interstate from time to time.

COMMITMENT TO DIVERSITY

As a company that strives to build a world where people unite and take action to create lasting change, Enliven Housing values diversity and celebrates the contributions of people of all backgrounds, regardless of their age, ethnicity, race, colour, abilities, religion, socioeconomic status, culture, sex, sexual orientation, and gender identity.