

Accounts Receivable Officer

- Permanent Full-Time Opportunity
- Working in a growing establishment with multiple operational sites
- Access to PBI salary packaging

The Cultivate Food and Beverage company is a growing establishment with multiple operational sites and endless potential and providing endless opportunities.

About Cultivate Food and Beverage

Cultivate Food and Beverage is a social enterprise firmly set in the fabric of food and beverage manufacture in South Australia. Cultivate endeavours to deliver products created with care for customers who are focused on maximising their efforts towards positive social impact. We take pride in our efforts to strive for best-in-class implementation of environmental sustainability practice, not only looking to improve the lives of others but also the environment in which we live and work.

Our purpose is to deliver quality food and beverage products while scaling social impact. Catering to the needs of our clients starts with a state-of-the-art kitchen. Then we add our most important ingredient — the people. At Cultivate, we recruit budding chefs and instil in them a pinch of purpose, a dash of pride and more than a splash of passion. That's our recipe for success.

Essential Ingredients

Reporting to the Finance Business Partner, the Accounts Receivable Officer is essential to our operational success. Some of your key responsibilities will include:

- Monitoring overdue debtors and follow up to ensure payments are received in a timely manner and making recommendations for debtors to be referred for debt collection
- Daily receipting of customer payments
- The preparation and allocation of customer credit notes and statements
- Entering data in a timely and accurate manner to enable the preparation of various accounting and management reports
- Liaising with and responding to customers, third party and internal departments to resolve queries.

About You

To be successful in this role, you must be an experienced Accounts Receivable Officer with an exceptional eye for detail who likes to establish and maintain a close working relationship with stakeholders while maintaining a comprehensive knowledge and understanding of accounting practices and requirements. You will also need:

- Certificate IV in Accounting and Bookkeeping
- Knowledge of Accounting programs and systems (D365 Business Central and Xero)
- Ability to work in a changing and evolving business and exercise judgement
- Consistently look for process improvement and efficiencies
- Ability to interact with a wide range of people across all levels of the organisation.

For this role the following documents must be provided prior to a formal offer of employment with Cultivate Food and Beverage:

- A National Police Clearance (no older than six months old)
- Evidence of right to work in Australia

What's in it for you?

Not only will you become a key contributor to the success of a business based around improved community development and leading pathways out into the exciting world of hospitality, you will also have access to:

- Significantly reduce the amount of tax you pay each year with access to generous PBI salary packaging which can be used towards paying rent, mortgage, utilities, loan repayments, childcare, novated leases and more
- An opportunity to contribute to the development and success of the business
- Cutting edge equipment
- An environment focused on culture
- Personal support channels
- Ability to influence outcomes within a supportive network of collaborators
- An enjoyable workspace to be proud of.

If you would like to enquire further about this opportunity, please contact **Jansia McCormack, Human Resources Business Partner** on **0407 077 7 32** or email recruitment@bedfordgroup.com.au All enquires will be treated in confidence. All enquires will be treated in confidence.

Applications close **Wednesday, 29 May 2024** and Cultivate reserves the right to close applications prior to this date.

For a copy of the Position Description, please go to the careers page of our website at bedfordgroup.com.au/careers

At Cultivate Food and Beverage, we believe in fostering a diverse, accepting, and inclusive workplace where everyone feels a sense of belonging. We welcome applications from individuals of all gender identities, people from culturally and linguistically diverse backgrounds, First Nations people.

If you require any adjustments to support your application or the recruitment process, please don't hesitate to contact the recruitment team on 08 8275 0211 or via email at recruitment@bedfordgroup.com.au We are committed to promoting a welcoming and supportive environment for all candidates, and we look forward to hearing from you.