# Position Description

| | |
|---|---|
| **Position Title:** | Accountant |
| **Business Group:** | ASQ Corporate Services Pty Ltd |
| **Reports to:** | Commercial Manager |
| **Department:** | Finance, Head Office |
| **Classification:** | Award Free |

## Company Overview

ASQ is a locally owned, family-operated business, servicing Central Victoria since 1970. ASQ has five divisions: ASQ Allstone Quarries, ASQ Premix Concrete, ASQ Garden & Landscape, ASQ Assets and ASQ Corporate Services. This diversity enables ASQ to provide products, expertise and solutions for a wide range of domestic, commercial and industrial projects, both locally and throughout Victoria, and requires a varied range of skilled, capable employees, committed to ensuring the high standard of service ASQ provides to local communities.

The ASQ Corporate Services division brings together key business support functions, including Contract & Trade Sales, Finance, IT, HR, Business Processes, and Safety. These teams work collaboratively to provide strategic and operational support across the organisation, enabling the business to deliver on its goals effectively and efficiently.

## Position Overview

The Accountant is responsible for delivering accurate financial accounting, reporting, compliance activities and overseeing payroll. The role supports business decision-making through sound financial management. A key component of the role is the maintenance, effective use, and continuous improvement of ERP and financial systems, including supporting system integrity, process optimisation, and accurate data capture across accounting, payroll, and operational interfaces.

The Accountant works closely with the Commercial Manager, finance team members, operational managers, and external stakeholders to ensure financial integrity and timeliness across the organisation.

## Key Responsibilities

1. **Compliance with the ASQ Document Management System [Operational and Workplace Health, Safety and Environment (WHSE)]:**
    - Adhering to all ASQ policies and procedures.
    - Ensure all operations comply with the company's environmental objectives.

2. **Accountabilities:**

    Financial Accounting and Reporting
    - Maintain accurate financial records in accordance with accounting standards
    - Perform bank, balance sheet, stock and asset reconciliations, including intercompany accounts
    - Prepare and review monthly management accounts, site-based P&Ls, and consolidated financial reports
    - Coordinate month-end close activities
    - Maintain fixed asset registers, depreciation schedules and capital expenditure records
    - Assist with preparation of monthly and annual financial reports
    - Prepare and lodge Business Activity Statements (BAS)
    - Prepare Fringe Benefits Tax (FBT) returns and supporting documentation

- Support budgeting processes, forecast updates, and performance monitoring against approved budgets
- Maintain and review the chart of accounts
- Monitor bad debts and debt recovery actions
- Support annual audits and liaise with external auditors
- Participate in annual insurance reviews

Payroll Processing

- Responsible for end-to-end payroll processing responsibilities initially, with a planned transition to oversight and leadership as the Finance team grows

Accounts and Compliance Support

- Review accounts payable and receivable transactions as required
- Manage complex and non-standard financial transactions including intercompany recharges, joint ventures, plant hire, fuel tax credits, inventory valuations, and system-generated uploads
- Ensure appropriate treatment of accruals, prepayments, throw-outs, fuel balances, and cost of goods sold allocations
- Support inventory valuation processes, stocktake data reviews, and cost integrity across sites
- Maintain appropriate documentation and audit trails to support financial reviews and audits
- Support cash flow management and reporting

ERP Systems Management and Improvement

- Act as a key finance contact for ERP-related and non-standard transaction queries from operational team
- Maintain the integrity, accuracy, and effective day-to-day operation of ERP and associated financial systems
- Govern ERP master data including suppliers, customers, products, plant codes, sites, and chart of accounts
- Ensure financial, payroll, and operational data within the ERP system is accurate, complete, and compliant
- Support continuous improvement of ERP-related processes to enhance efficiency, controls, reporting accuracy, and user experience
- Identify system issues, risks, or inefficiencies and escalate or resolve in consultation with the Commercial Manager, finance team, and system providers
- Support system upgrades, enhancements, testing, and implementation of new functionality as required
- Assist with ERP user access controls, data governance, and documentation of finance and payroll processes
- Provide guidance and support to internal users to ensure correct and consistent use of ERP systems
- Liaise with external vendors and service providers regarding ERP, payroll, and finance system matters

**3. Direction, management and autonomy**

- Operates with a high level of professional autonomy within established policies and procedures
- Works collaboratively within the finance team and across business divisions but independently handle day-to-day decision making
- Independently handle payroll processing and function

- Escalates issues, risks, and non-compliance matters appropriately
- Operate with a high level of competence and accountability in all aspects of accounts and payroll.

## Key Selection Criteria

1. 3+ year's experience as Accountant or similar role.
2. 3+ years experience in payroll
3. Knowledge and understanding of industry Modern Awards
4. Sound knowledge of Australian accounting standards and payroll legislation
5. Experience with BAS, FBT, PAYG, superannuation, and payroll tax
6. Strong reconciliation, analytical, and reporting skills
7. Experience supporting or participating in ERP system implementations or upgrades (e.g. NetSuite or similar ERP platforms) is preferred
8. Familiarity with Employment Hero or comparable payroll systems is desirable

**Education, Certification and Licenses required:**

9. A tertiary qualification in Accounting, Finance, or a related field is required (CA/CPA certification is preferred, or willing to pursue).

**Personal skills/ attributed required:**

10. High level of integrity and confidentiality
11. Process driven
12. Safety-conscious and compliance driven
13. Strong understanding of federal, state and local employment tax laws
14. Strong work ethic
15. Fit for work, according to the position
16. Self-motivated with positive, proactive and solution-focused approach
17. Demonstrated ability to contribute to a team in a professional and collaborative manner.
18. Sound literacy, numeracy and IT skills. Proficiency in finance, payroll and ERP
19. Strong attention to detail
20. Highly developed interpersonal, communication, and conflict resolution skills.
21. Excellent organisational, problem-solving and time management skills
22. Ability to work under pressure and meet deadlines

## Key contacts

- Managing Director
- Operations Manager
- Commercial Manager
- Finance Team
- HR Manager
- Site Managers
- Other ASQ Management and workers
- Service Providers and consultants

*We acknowledge this information adequately describes the role, but it is understood all employees of ASQ have a responsibility to contribute to the advancement of the organisation by undertaking other assignments and projects as required. This position description is subject to review and amendment at any time, as appropriate.*