

# Senior Debtors Manager / Administration Support

Steel Supplies Pty Ltd is a large local company supplying steel products across regional NSW and Victoria. With an account customer base of 400+ we are looking for a self-motivated team member with solid experience in Accounts Receivable and financial administration to join our company due to internal restructuring.

Duties would include but are not limited to:

- Daily allocation and reconciliation of all payments received
- Full control of all customer accounts including overdue collections
- Reporting debtor performance to senior management
- EOM statements
- Processing and investigating credit requests
- Account applications and credit checks
- Reporting and reconciling with financial institution for invoice financing
- Support to the Administration Manager with a working knowledge of Balance Sheets, Profit and Loss and BAS preparation.
- The ideal candidate will have at least two years' experience as a high volume Accounts Receivable/Credit Control officer with intermediate to advanced excel capabilities and will possess strong verbal and written skills.

This is a position that will advance into the accounting and financial areas of responsibility; experience and qualifications in this field will be strongly preferred.

Please apply with cover letter and current resume to [caleb@steelsupplies.com.au](mailto:caleb@steelsupplies.com.au).