

Junior Account Specialist

Division:	Plan Management
Location:	Melbourne, VIC
No of Vacancies:	Multiple
Employment Type:	Fixed Term – 3 Months Contract (with Potential to extend)
Job reference:	ICCFO01

About the Role

Due to Rapid growth in our business this exciting opportunity for Junior Account Specialist with MyIntegra awaits the right candidate. This is opportunity is for fixed term 3 months with a potential to extend and made permanent.

At MyIntegra, Junior Account Specialist performs a variety of tasks to ensure the timely and accurate processing of Invoices for payment. The Position reports to Account Specialist. As a Junior Account Specialist your responsibility will include but not limit to:

- Entering and Processing of Invoices
- Managing the invoice email box, entering invoices, and responding to invoice inquiries
- Inputting data from invoices, production records to a custom-built payment system
- Actioning support ticket/follow up transaction resolution tasks.
- Working with Customer service team and helping them by providing, answers to their queries and troubleshooting issues that includes research, resolution, and production.

About You

To be successful in this role you will need to have:

- High School Diploma and 1 year of Clerical, data inputting, accounting & banking experience or Payment resolution or Business Research experience
- Must have ability to work independently and as part of a team, in a fast-paced environment with multiple deadlines.
- Must have excellent attention to details.
- Must be highly organized.
- Must have the ability to effectively communicate.
- If you have lived or worked overseas in the last ten years for a period of 12 months or more, we require a certified copy of your International Police Check, or evidence of applying for an International Police check. The Police Check must cover the entire period you were overseas.

About Us

MyIntegra provides Plan Management and Support Coordination to people with disability, their families and carers. We have been operating since the National Disability Insurance Scheme (NDIS) rollout in 2016, championing empowered living for people with disability. We provide independent and unbiased support to NDIS participants looking for possibilities to maximise their plan and supports. Based in Australia and operating across all states, we offer best-in-class tools and technologies to help tens of thousands of people securely manage their disability budgets. Dedicated to continuous improvement and accountability, MyIntegra is an NDIS-registered provider with ISO accredited certification for the 'Provision of Disability Support Services' (ISO 9001:2015). We deliver our services in alignment with the National Disability Standards and are a proud member of the peak industry body, Disability Intermediaries Australia (DIA).

We Offer

- A flexible, supportive, and friendly team environment
- The opportunity to help people with disability live independent and fulfilling lives.
- Ongoing training, career progression and professional development opportunities
- An attractive salary

Application Process

If you have the energy and passion for this exciting role, please send us your resume with a cover letter to careers@myintegra.com.au with a subject line "Application for the Junior Account Specialist".

Successful applicants will be required to undergo a NDIS Worker Screening Check and Employment reference check.

*MyIntegra embraces **DIVERSITY** and is an equal opportunity employer. MyIntegra welcomes applications from candidates of diverse backgrounds, including Aboriginal and Torres Strait Islander people and People with disability are also encouraged to apply.*