



Onstream, the new shared services corporation created for Tasmania's water industry, began operations on 1 July 2009.

Headquartered in Launceston, with offices in Hobart and in the north-west, the organisation offers a range of services to existing and future clients in the areas of IT, payroll, human resources, governance and communications.

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### **Revenue Services Officer - 2 Positions (Launceston)**

Together with other team members, the Revenue Services Officer is responsible for essential daily residential billing and receipting processes.

Responsibilities include:

- Undertake daily billing service processes that include invoicing, accounts receivable, debt collection, sundry debtors and reconciliation procedures.
- Efficient response to customer and client enquiries.

Key requirements:

- A minimum 2 years proven experience in finance/accounts role with property rating and billing experience an advantage.
- Experience in the operations of automated billing and accounting systems, preferably in a utility or local government environment.
- Proven experience in the provision of exceptional customer service.
- Demonstrated ability to work in a team environment.

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For enquiries and a position description, please contact Sue McMahon on 1300 808 366 or email [recruiting@onstream.com.au](mailto:recruiting@onstream.com.au).

Applications close at 5pm on Friday 5 March 2010 and should be marked Personal & Confidential and addressed to:

Executive Manager, Human Resources  
Onstream  
PO Box 188  
Launceston TAS 7250  
Or email to: [recruiting@onstream.com.au](mailto:recruiting@onstream.com.au)

[www.onstream.com.au](http://www.onstream.com.au)