

## Income Support Payments Officer

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Company: McArthur

Location: Australia

Category: other-general

Our Federal Government client is looking for an Income Support Officer (Payments) to join their busy team in Brisbane.

### **Reporting to Income Support Team Leader, you be responsible for:**

Managing and maintaining routine pension payments

Compiling Reconciliation Reports at the End of the month

Managing outstanding Held Arrears

Process urgent and non-urgent EFT's

Manage Child Support balance fortnightly, deductions, and responses

Manage Adult Education Entry Payments

Ensuring work and communications are accurate and of a high standard, by applying legislation and policy correctly,

### **To be considered for this role, you will have:**

Previous experience with processing payments

High level attention to detail

Excellent communication skills

Ability to build and sustain positive relationships with team members and clients

Exceptional organisational and time management skills

Australian Citizenship

Ability to obtain Security Check

This is an excellent opportunity, do not delay...APPLY NOW!!!

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