# POSITION DESCRIPTION

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| **Position** | Accounts Payable Officer |

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| **Reporting**  **Relationships** | [Comm next line]  Reporting to the Manager- Finance |

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| **Key Relationships** |  |
|  | Finance team  All departments within AGPC  Suppliers to the Corporation |

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| **Objectives** | As a key member of the Business Services department, the objective of the role is to take ownership of the Accounts Payable function at the Australian Grand Prix Corporation, as well as assisting the wider Finance team on projects, process improvements and adhoc accounting tasks. |

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| **Responsibilities** | 1. Effectively manage the end-to-end Accounts Payable function at the Corporation; 2. Process a high volume of invoices weekly; 3. Manage invoice approvals using Nitro (online approval system); 4. Review invoices to ensure compliance with the Corporation’s approval process, policies and delegation authority limits; 5. Entering, batching and coding of invoices using Sage 300 ERP; 6. Performing domestic and international payments; 7. Daily Bank reconciliations; 8. Month-end duties including reconciliations and journals; 9. Manage corporate cards, petty cash and employee expense claims; 10. Build strong internal and external stakeholder relationships; 11. Dealing with queries via phone and email; 12. Troubleshooting and problem solving; 13. Improve accounts payable processes; 14. Assist the wider finance team with any adhoc tasks and/or projects; and 15. Collaborate with other teams during event week to deliver a successful event. |

***\*\*please do not remove the following section break\*\****

# Person Specification

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| **Personal Attributes** | * Driven and enthusiastic; * Strong interpersonal and communication skills; * Highly organised and able to work under pressure. |

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| **Experience** | * Significant Accounts Payable experience in a fast paced and high volume environment; * Experiencing using Sage accounting package is high regarded; and * General accounting knowledge. |