

Position Description

Accounts Payable/Payroll Officer

Name of appointed officer: Vacant

Date of appointment:

Date of last review of position description: June 2016

Salary and conditions

All terms and conditions of employment are consistent with the Local Government (State) Award unless otherwise stated.

Assessed entry level of position within salary system:	Band 2 Level 1
Position limit within salary system: (20 Grade structure)	Grade 6 – Entry to Step 4
Status of position:	Permanent
Hours of work per fortnight:	70

Organisational relationships

Directorate:	Corporate and Governance
Section:	Finance and Supply
Team:	Financial Accounting
Work base:	Grafton
Position responsible to:	Assistant Financial Accountant (Compliance & Processing)
Level of support and supervision:	Moderate
Level of personal management	High
Level of teamwork required:	High
Supervision of staff:	N/A
Internal contacts:	All staff within Council
External contacts:	Contact with the public and organisations

Vision, mission and values

Our vision:	To make the Clarence Valley a community full of opportunity
Our mission:	To plan and deliver services valued by the community
Our values:	the acronym ' STRIVE ' describes the values and behaviours which are considered to be core requirements when we deal with each other and our community



Our Values and Behaviours

Safe	
We will have a safety focused workplace culture to ensure the wellbeing of our staff and the community.	
Acceptable	Unacceptable
I am aware of hazards	I take shortcuts
I promote a safe culture	I ignore safety
I look out for others	I do not communicate
Teamwork	
We will work together as one council towards shared goals and for the greater good of the community.	
Acceptable	Unacceptable
I share the load	I undermine others
I communicate with others	I act in isolation
I value people's strengths	"What's in it for me?"
Respect	
We will be inclusive, treat people with courtesy and fairness, and ensure each individual is valued and heard.	
Acceptable	Unacceptable
I am inclusive	I am a bully
I value the skills and opinions of others	I am aggressive
I listen actively	I am a gossip
Integrity	
We will behave in a way that is honest, open, and transparent. We will take responsibility for our actions and strive for excellence.	
Acceptable	Unacceptable
I am honest	I lie and conceal
I work ethically and lead by example	I act corruptly
I am responsible for my actions	I undermine others
Value	
We will deliver services efficiently, effectively, and in an environmentally and financially sustainable manner.	
Acceptable	Unacceptable
I always look for improvements	I misuse Council resources
I work efficiently	I'm a bludger
I learn from my mistakes	I don't respect the environment
Engagement	
We will engage with our staff and community to inform our decision making, and create awareness of our activities.	
Acceptable	Unacceptable
I communicate in a clear and timely manner	I deliberately misinform (lie)
I am the face of Council	I don't value consultation
I value all our customers' needs	I ignore communication

Physical requirements of the position

Frequent use of computer keyboard

Prolonged periods of sitting

Purpose of the position

To process invoices from Council suppliers to ensure all payments are made in a timely manner and in accordance with Local Government Financial Management Regulations and Council's Internal Accounting Procedures.

To assist the Assistant Financial Accountant (Compliance & Processing) to ensure the Accounts Payable and Payroll Sections function efficiently by providing a high level of service to management, community and staff.

To process payments made to Council employees in a timely manner and in accordance with Award and Enterprise Agreement entitlements, legislative requirements and Council's agreed employment Protocols.

Major duties and responsibilities

Process creditors invoices ensuring they are matched with official Council Orders or other appropriate authority and that they are correctly costed (including GST) ready to pay in the prescribed time and that all Statements from Council suppliers are reconciled monthly.

Release payments to Creditors ensuring all appropriate authorities are in place for the payments via Council cheque and electronic funds transfer in accordance with Council's payment terms and to ensure all remittance advices are issued to suppliers in a timely manner.

Ensure the processing of all refunds generated from the Property and Rating and Payroll modules in a timely manner.

Ensure all Recipient Created Tax Invoice (RCTI) agreements are managed and RCTI invoices processed in a timely manner.

Ensure all mobile telephone accounts are issued to staff for private call declarations and that these are paid and appropriately filed on a monthly basis.

Ensure all monthly invoices received from fuel suppliers are authorised by either the Procurement/Light Fleet Coordinator or Fleet Coordinator before payment.

Maintain the integrity of Payroll Masterfiles for superannuation and deduction changes by ensuring that all amendments are appropriately updated and authorised.

Archive all creditor payment vouchers and invoice batches ensuring they are appropriately stored for review by Council staff and Council's external auditor.

Ensure all creditor contract payments are made in accordance with the contract/tendered amount and that retention funds are held and only released when appropriately authorised by Council staff.

Train Council staff in the use of the Finance One system as it relates to the Accounts Payable function.

Process the payment of Council employees ensuring that fortnightly and weekly timesheets are submitted, appropriately authorised and costed, and that all payments are made in accordance with Award and Enterprise Agreement entitlements and Council's protocols and employment contracts.

Major duties and responsibilities

Process plant hire included on timesheets and ensure they are processed accurately and costed to valid ledger accounts.

Ensure that all employees receiving workers compensation are appropriately identified, costed and paid in accordance with workers compensation entitlements as advised by the Human Resources Section.

Maintain appropriate audit trails for all payments and changes to employee data.

Ensure all Pay advices are issued to employees.

Ensure all employee leave records are updated as leave is granted/taken and assist the Assistant Financial Accountant (Compliance & Processing) report on employee leave entitlements.

Assist in the calculation of variations to allowances, increments, back pays and entitlements of employees in accordance with Awards, contracts and agreements.

Assist in the preparation/reconciliation/remittance monthly superannuation transfer of funds to the appropriate employee super funds, maintain appropriate superannuation employee documents for submission to Superannuation funds by required deadlines, and maintain and reconcile employee superannuation records in Payroll system on a monthly basis.

Ensure all necessary employment forms are completed by employees and submitted to appropriate authorities.

Complete documents as required by external bodies, including Australian Bureau of Statistics, Centrelink, Child Support Agency and Certificates of Service forms to other Local Councils.

Assist in the testing of all system upgrades that impact on the Accounts Payable and Payroll Module, and confirm acceptance of these enhancements prior to upgrade being implemented in Finance One Production database.

Essential selection criteria

The selection criteria must be addressed as part of your application. Applicants must meet the essential criteria in order to be considered for interview.

Education and knowledge

TAFE qualifications in Accounting, Business, Administration or another relevant field; **or** equivalent relevant industry experience

Licences/tickets, clearances, membership

Current Drivers Licence

Experience

Demonstrated experience in either the accounts payable or payroll function

Demonstrated understanding of computerised accounting systems

Position related skills

Demonstrated well developed communication skills (written, verbal and interpersonal)

Sound data entry skills, general computer literacy in email and internet programs, and Basic proficiency in Microsoft Word and Excel

Essential selection criteria

Proven ability to meet deadlines

Work qualities

Behaviour that positively demonstrates commitment to Council's STRIVE values

Desirable selection criteria

The following criteria are considered important and demonstrated capacity to meet them will be highly regarded.

Education and knowledge

Tertiary qualifications in Accounting or a related field

Experience

Sound knowledge of and demonstrated experience in the implementation and interpretation of Award based payroll, PAYG, GST and superannuation legislation

Demonstrated experience in Local Government accounting

Other features of this position may include

Working in other Council offices

Generic performance requirements

Ethics/probity – act in accordance with the Code of Conduct.

Equal employment opportunity - comply with Council's Equal Employment Opportunity (EEO) Protocol.

Health and safety (WHS) - undertake duties and act at all times in accordance with the WHS Management System.

Other duties (outside of specific position requirements) - under the provisions of the Local Government (State) Award, Council may direct any employee to carry out duties that are believed to be within the employee's skills, qualifications, competence and fitness capabilities, whether or not they are a usual function of the position. Where an employee is required to perform duties associated with a higher position, the **Use of skills** Clause in the Local Government (State) Award will apply.

Declaration

In signing this declaration I acknowledge that I,
have been advised of the requirements, terms and conditions of appointment to this position
based on this Position Description.

Signed: Date
Employee
