

POSITION DESCRIPTION

Position Title:	Creditors Officer part-time	Position Code:	CO
Division:	Corporate Services	Grade:	D
Location:	Dubbo / Wellington	Hours/Week	21
Reports to:	Accounts Payable Team Leader		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The position is responsible for the accurate and timely processing and payment of Dubbo Regional Council Creditors, associated administration and customer service provision in line with Council Policy Statutory requirements and relevant Acts.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Creditors	<ul style="list-style-type: none"> Processing invoices and credit notes on to the computerised system on behalf of Dubbo Regional Council and registered businesses, Macquarie Regional Library and Trust Fund Ensure creditors statements are reconciled each month Action Un-presented cheques and returned EFT payments Creating and Maintaining Accounts Payable Master records Coordinate perform and complete Creditors payment run as required and Process EFT batch payments
Commitments	<ul style="list-style-type: none"> Ensure the General Ledger accurately reflects the commitments at all times by: Outstanding Order analysis and action Goods Receipted orders analysis and action
Customer service	<ul style="list-style-type: none"> Provide a high level of customer service to internal and external customers Data Capture – information sharing When based in the Wellington Office undertake the provision of customer service at the front counter as required
Reporting	<ul style="list-style-type: none"> Supplier Insurance detail report Creditors not paid by EFT for 18 months
Correspondence	<ul style="list-style-type: none"> Action Accounts payable correspondence in and out by mail, internal mail and email including preparation of documents and letters

Key Accountabilities / Duties

Filing	<ul style="list-style-type: none"> Electronic document management for filing and archiving of Accounts Payable Records including but not limited to creditor invoices, statements correspondence forms and payment batches
Continuous Improvement	<ul style="list-style-type: none"> Participate in improving work processes

Inherent Requirements of the Position

- A large majority of this role is office based, using computers/electronic systems, thus an inherent requirement of this position is the ability to complete sustained periods of work sitting at a desk utilising computers/electronic systems or other office based equipment
- This position works in the Civic Administration Building and is required to wear a DRC identification badge at all times.
- The wearing of the local government uniform is optional for this position

Selection Criteria

Essential

- Demonstrated experience in carrying out Accounts Payable functions
- High level customer service skills
- Experience in the use of computerised accounting systems
- Excellent keyboarding and data entry skills
- Excellent literacy and numeracy

Desirable

- Certificate IV in Business, Finance, Administration or relevant discipline
- Knowledge of accounting procedures

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> Customer focused: We are passionate about serving our community and creating a great place to live Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise One team: We work as one team and partner with others to deliver more than we can achieve alone
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p>

	<ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct. • Council's Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: