

# Position Description



<b>Position Title:</b>	Accounts Payable Officer
<b>Position Number:</b>	ACSP01
<b>Purpose of Position</b>	To assist the Accounts Payable team in the maintenance and operation of council's accounts payable process, in accordance with Council Standards and to provide high quality customer service to all customers
<b>Grade of Position:</b>	<b>Band 3</b>  May be responsible for supervising staff in operational duties or for work requiring the application of trades, administrative or technical skills.
<b>Hours of Work:</b>	35 hours per week
<b>Department:</b>	Corporate
<b>Section:</b>	Accounts Payable
<b>Position Reports to:</b>	Financial Accountant
<b>Number Supervised:</b>	Nil
<b>Approved by:</b>	Director Corporate
<b>Date:</b>	May 2022

## CONTACTS

### Key Contacts Within Department

- Manager Procurement
- Purchasing Officers
- Staff members in team

### Key Contacts in Other Departments

- Management staff in Council

### Key Contacts Outside Council

- Creditors
- Ratepayers

### Budget Allocation

- Nil

## EMPLOYEE DECLARATION

I will comply with the requirements of this Position Description.

Name:

.....

Signature:

.....

Date: .....

Trim Reference: 2022/126141

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## GENERIC OUTPUTS OF POSITION

- **Comply with WHS Legislation, Policies and Procedures**
  - Maintain a high standard of housekeeping and a safe work area
  - Identify and report all Hazards for your area
  - Wear required Personal Protective Equipment (PPE)
  - Participate in the development and review of Risk Assessments
  - Adhere to control measures and safe systems of work
  - Report all Incidents and Near Misses
  - Meet reporting timeframes
  - Comply with the Return to Work Program
- **Comply with EEO and Anti-discrimination Legislation, Policies & Procedures**
  - Act to prevent workplace harassment, discrimination and bullying
  - Report known incidents of workplace harassment, discrimination and bullying
- **Comply with Council's Code of Conduct and Values**
  - Comply with Council's Statement of Business Ethics
  - Behave ethically and transparently
  - Contribute towards the achievement of Council's strategic plans
  - Lead by example
  - Support sustainable programs and activities
  - Learn and comply with Council's strategies, policies and procedures
  - Act with care for the local environment and community
  - Take responsibility for your actions
  - Care for Council's people, assets and finances
  - Use and maintain Council's corporate systems
- **Comply with Document Storage Legislation and Procedures**
  - Store and maintain corporate records in Council's electronic document records management system in accordance with relevant standards, procedures and the State Records Act
- **Perform as a Team Member**
  - Productively contribute to the outcomes of work teams
  - Work cooperatively with team members and supervisor
  - Maintain an attendance record that contributes positively to team productivity
  - Carry out allocated tasks to standards required
  - Use good judgement and problem solving skills
  - Obey all lawful instructions
  - Attend and positively contribute to team meetings
  - Work cooperatively to achieve Work Plan timeframes and measures
  - Regularly review with supervisor own performance against required outcomes
  - Complete an annual performance assessment and Work Plan
- **Complete required learning and development programs**
  - Learn and share knowledge
  - Complete induction/re-induction program
  - Complete job-specific training programs
  - Complete relevant legislative-based training
  - Apply learning, knowledge and skills to enhance team performance
- **Comply with Council's Customer Service Policy and Standards**
  - Be accessible and provide customers with clear and accurate information
  - Deliver timely, punctual and reliable service to customers
  - Communicate with customers in a professional and courteous manner
  - Maintain a good flow of communication with customers
  - Manage customer enquiries, records and complaints
  - Complete all paperwork and on-line recording within required time limits
  - Maintain a high standard of personal grooming and hygiene
- **Maintain Workplace Security**
  - Adhere to procedures for accessing and securing premises, keys, plant, vehicles, equipment, information and cash

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## ESSENTIAL CRITERIA TO BE ADDRESSED IN YOUR APPLICATION

### 1. Required Qualifications/Certificates

- Appropriate work related qualifications or extensive relevant experience in a relevant work environment

### 2. Required Experience

- Experience in the use of computerised accounts payable systems, preferably AP automation and Technology One Financials
- Detailed experience and understanding of reconciliations

### 3. Required Skills

- Demonstrated experience in use of MS Office applications
- Excellent verbal and written communication skills
- Ability to work as part of a team
- Excellent customer service skills
- Demonstrated ability to plan and prioritise workload

## OPERATIONAL OUTPUTS OF PERSON IN POSITION

### Ensure all invoices are correctly and promptly prepared and paid

- Interpret needs of council by ensuring accurate data entry
- Implement techniques to perform accurate accounting entries
- Retrieve information via enquires from Finance One
- Maintain Payment Register and make prompt payments to creditors
- Assist in the reconciliation of Balance Sheet Accounts and End of Month Processes
- Liaise with Procurement Team to ensure coordination of relevant activities.

### Perform basic auditing processes and procedures

- Gather information to ensure compliance to Australian Accounting Standards
- Evaluate industry standards to reflect appropriate auditing functions
- Assist in preparation of Annual Financial Statements

### Demonstrate a basic knowledge of Federal/State/Local legislation

- Ensure compliance with all Government legislations including all accounting and tender regulations
- Sort and file all documents in accordance with all Government legislation

### Assist in development of required financial resources to perform specific tasks

- Position holder interprets our financial resources to reflect quality procedures and customer services
- Assist in development of new and advanced systems and procedures when necessary