



Position Description

Non-supervisory Employees

Position Title	Accounts Payable Officer
Section	Financial Services
Division	Corporate Performance
Reports to	Accounts Payable Team Leader
Grade	6
Employment Status (FT/PT/Casual/Temp)	Full-Time

Position purpose

The Accounts Payable Officer assists the Accounts Payable Team Leader with the processing and payment of council's large volume invoices to meet weekly and monthly deadlines, weekly payment runs, reconciliation and reporting.

Position specific responsibilities

The key duties you are expected to perform in your role.

Key Result Area	Primary Activities
Creditor Invoices	<ul style="list-style-type: none">• Payment of all council invoices on time, accurately and within council terms.• Adherence to the Securities of Payment Act (NSW).• Reconciliation of monthly creditor statements within agreed timeframes.
Vendor Master file	<ul style="list-style-type: none">• Maintenance of Vendor records including system changes as required.• Liaison with vendors as required.• Perform internal control checks on new vendors including ABN, Bank details etc.
Purchase Cards	<ul style="list-style-type: none">• Assist in the processing of purchase cards on a monthly basis.• Monitor adherence to council's purchase card policy.
Utilities	<ul style="list-style-type: none">• Monthly reconciliation of telephone and electricity accounts.
Customer Service	<ul style="list-style-type: none">• Provide a high level of customer service to internal and external customers.
Correspondence	<ul style="list-style-type: none">• Preparation of correspondence regarding creditor matters.
Filing	<ul style="list-style-type: none">• Filing and archiving of Creditor records.
Team Support	<ul style="list-style-type: none">• Participate and contribute to an effective and productive team.• Assist in any other matter as requested by your direct supervisor, Chief Financial Officer or Director Corporate Performance.• Foster good team work and high staff morale within the team.



Expected behaviours

Port Macquarie-Hastings Council values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee of Port Macquarie-Hastings Council. The values based behaviours will form the basis for individual employee performance assessments.

Values-based behaviours for Non-Supervisory Employees

Values	Expected Behaviour
Communication	<ul style="list-style-type: none">• I communicate with respect• I constructively contribute to team meetings, toolbox talks and conversations• I share information and ideas with colleagues• I ask questions if I don't understand
Accountability	<ul style="list-style-type: none">• I always work in a safe manner, looking after my own safety and the safety of those around me• I am responsible for my own actions• I take initiative to progress my own work• I follow through on my work commitments
Professionalism	<ul style="list-style-type: none">• I treat others with respect• I complete my work to the best of my ability• I take pride in my work• I am flexible and responsive to changing work priorities and issues
Integrity	<ul style="list-style-type: none">• I act honestly• I understand and follow the law, rules, policies, guidelines and the Code of Conduct• I treat others the way I wish to be treated• I contribute positively to our work
Teamwork	<ul style="list-style-type: none">• I look for, and am open to, new and better ways of doing things, together• I am an engaged and enthusiastic team player• I step in to help others when workloads are high• I cooperate with my team members and supervisors



Document Endorsement

Date 12/12/2017 **Group Manager** Chief Financial Officer

Date 15/12/2017 **Director** Corporate Performance

I have read and understand the contents of the Position Description for my role. I will undertake the responsibilities and behaviours required of me.

Employee Name _____

Employee Signature _____

Date _____