



Recruitment Selection Criteria

Accounts Payable Officer

Position Title	Accounts Payable Officer
Section	Financial Services
Division	Corporate Performance
Grade	6

Essential requirements

1. Recent experience in a computerised accounts payable environment
2. Ability to work under pressure and meet strict deadlines
3. Proven ability to work both individually and as part of a team
4. Well-developed oral and written communication skills
5. Excellent data entry skills and keyboard skills
6. Attention to detail and accuracy
7. Working knowledge of GST requirements
8. Basic level in Excel
9. Demonstrated commitment to the provision of excellent customer service
10. Have a working understanding of internal controls

Desirable requirements

1. Experience using Authority financial system
2. Basic level in Word
3. Tertiary qualifications or training in accounting or related field

Our Values

Communication | Accountability | Professionalism | Integrity | Teamwork

In your role at Council, you are expected to demonstrate our Values at all times. Your position description details the behaviours expected of you in your role.