



## Position Description

### A. POSITION PROFILE

**Position:**

**Accounts Payable Officer**

(12-month contract)

**Position Evaluation:**

*Award: Band 1 Level 4*

*Salary System Grade: 9*

**Conditions of Employment:**

*Local Government (State) Award*

*Contract Full Time – 12 months*

**Additional Benefits:**

*Nine Day Fortnight*

**Position Occupant:**

*Vacant*

**Department:**

*Corporate Services*

**Section/Group:**

*Finance*

**Location:**

Cootamundra

Gundagai

**Direct Supervisor:**

*Manager Finance*

**Number of Staff Supervised by this position:**

*Nil*

### B. STATEMENT OF FUNCTION

This role administers the efficient and effective payment of accounts and provides support to ensure Council's creditor's system records are up to date and accurate.

### C. KEY RESPONSIBILITIES

1. Ensure the accounts payable function of Council is carried out in accordance with established procedures, policies and legislative requirements.
2. Ensure the accounts payable database is maintained and all creditor information is recorded accurately.
3. Ensure that efficient systems are in place so that all payments are made in a timely manner.
4. Ensure all purchasing documentation is complete and correct before invoices are processed for payment.
5. Ensure that all administrative tasks are completed accurately and in a professional and timely manner.

## C(ii). AWARD SKILL DESCRIPTORS

### Operational Band 1, Level 4

**Authority and accountability:** Responsible for supervising staff in operational duties or for work requiring independence in the application of skills, subject to routine supervision. Responsible for quality of work function.

**Judgement and problem solving:** Option on how to approach tasks requires interpretation of problems and may involve precise judgement in operational areas.

**Specialist knowledge and skills:** The number of work areas in which the position operates makes the work complicated and a variety of skills are required in its completion. Position may require competence in operation of complex machinery.

**Management skills:** Supervisory skills in the communication of instructions, training and the checking of work may be required.

**Interpersonal skills:** Skills are required to convince and explain specific points of view or information to others and to reconcile differences between parties.

**Qualifications and Experience:** Experience to adapt procedures to suit situations and a thorough knowledge of the most complex operational work procedures to achieve work objectives.

## D. DUTIES

### Accounts Payable

1. Process creditor payments with accuracy and timeliness and in accordance with Council's policies and procedures and any related legislative requirements.
2. Collate all accounts payable records, and process invoice payments once all documentation has been checked and matched and is appropriately authorised.
3. Work with the Procurement Officer to administer contract payments for supply managed contracts to ensure that payments are made in accordance with contract schedules and statutory regulations.
4. Perform regular reviews of creditor system information, ensuring all system information is accurate and current.
5. Prepare a monthly reconciliation of the accounts payable ledger and identify and correct discrepancies.
6. Prepare annual reconciliations for all accounts payable ledgers for the purpose of supporting the Council's end of financial year reporting and audit requirements.
7. Check that all GST on payments is processed in accordance with legislative requirements.
8. Liaise with Council's suppliers to gather information and to answer enquiries about creditor accounts and payments.
9. Liaise with Council staff to ensure that all invoices are correctly authorised and submitted for payment.
10. Reconcile and input credit card statements.
11. Prepare Recipient Created Tax Invoices for gravel royalties.
12. Coordinate the implementation of all procedures associated with the Accounts Payments System.
13. Plan, implement and review the continuous improvement of service, performance and procedures within the Accounts Payable system.

14. Provide training and administrative support to internal customers to support the Accounts Payable system.
15. Provide administrative support to the procurement officer to assist with the administration of the purchase order system.
16. Process and pay vehicle registration, including completion of registration documentation and coordination of vehicle inspections.
17. Administration of RMS E-tag account including allocation of e-tags to vehicles and cost allocation of e-tag expense.
18. Maintain plant system, allocating plant numbers for purchase of new plant items and plant system updates for plant sales.
19. Keep up to date with relevant changes to GST legislation and regulations.
20. Assist the Manager of Finance with the production of various financial reports and returns.
21. Ensure that all workpapers are prepared in accordance with procedures set by the Finance Manager.
22. Ensure that all Financial Reports and workpapers are appropriately filed in Council's Records Management System.
23. Actively participate in relevant regional Civica user group workshops and NSW Local Government Finance Professionals networking and workshops.
24. Carry out any other duties that are within the limits of the employees' skill, competence and training.

#### **E. ESSENTIAL CRITERIA**

1. Demonstrated experience (minimum 2 years preferred) in financial administration, particularly in accounts payable, purchasing or procurement.
2. Demonstrated understanding of cost allocations and budgeting processes.
3. Demonstrated ability to perform all data entry and reconciliations associated with the Accounts Payable function.
4. Strong computer literacy, including with the Microsoft office suite and business accounting software systems.
5. Accurate record keeping skills and attention to detail, including the ability to track the progress of ongoing matters and identify and address errors.
6. Demonstrated interpersonal skills including the ability to interact and negotiate in a professional manner with suppliers and staff at all levels of the organisation.
7. Strong customer service skills including clear communication, attention to detail and genuine care for the customer experience.
8. Demonstrated research, analytical and problem solving capability and ability to investigate matters in a methodical and detailed manner.
9. Demonstrated time management skills, with the ability to prioritise and organise own workload and work with a minimum of supervision.
10. Proven ability to work effectively both autonomously and in a team environment.
11. Current NSW Class C Driver's Licence.

#### **F. DESIRABLE CRITERIA**

1. Certificate III in Business Administration.