

# POSITION DESCRIPTION



<b>Department:</b> Shared Services
<b>Position:</b> Accounts Payable Officer
<b>Position Classification Level:</b> Community Services Worker Level 2 (as per Northside Enterprise Agreement)
<b>Reports to:</b> Finance Manager
<b>Employment Specifics:</b> Fulltime, Ongoing

## NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

**Vision:** A community where everyone matters and has the opportunity to fulfil their potential.

**Mission:** Provide exceptional early learning that gives the strongest start in life to children, and work with extraordinary people to strengthen their connection and access to home and community.

<b>Values:</b>	Courage	Integrity	Choice	Innovation	Collaboration
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## POSITION OBJECTIVE

The Accounts Payable Officer is responsible for completing all day-to-day administration and processing for accounts payable and accounts receivable. In addition, this position will also provide secondary support to the broader Finance team, as directed by the Finance Manager.

## KEY RESPONSIBILITIES AND DUTIES

- Process all accounts payable invoices ensuring:
  - Invoices are coded to the correct general ledger account;
  - Invoices are correctly approved as per the Financial Delegation Policy;
  - Correct GST treatment is applied to all invoice entered into the system;
- All creditors are paid within their Terms of Trade.
- Process accounts receivable invoices and follow up on outstanding debtors as required.
- Prepare weekly payment run and process via EFT, cheques, and Bpay and ensure payments are accurately reflected in the finance system.
- Process corporate credit card accounts ensuring accurate and approved acquittals are received from all cardholders.
- Perform supplier statement reconciliations and follow up with suppliers with discrepancies.
- Maintain Creditor Aged Trial Balance on MYOB EXO.
- Review and manage the Finance department's email accounts to ensure all correspondence is responded to in a timely manner.
- Reconciliation of bank accounts including the raising and processing of payments and revenue as required.
- Assist the Shared Services team to manage month-end and year-end procedures, including adhering to monthly Finance business timetable and preparation of the reconciliations and work papers, as required and directed.

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- Undertake other relevant duties as directed, consistent with the employee's skill, competence and training.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Health, Safety and Environment requirements.

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

1. Understanding and general knowledge of accounting principles.
2. Strong numeracy skills, attention to detail and analytical skills to identify problems and develop practical solutions
3. High level organisational skills with the ability to multi-task and manage competing deadlines and priorities
4. Clear, effective communication skills – both written and oral
5. Demonstrated ability to work collaboratively as part of a team, or independently, build and maintain strong working relationships with a range of internal and external stakeholders

## **QUALIFICATIONS AND/OR TRAINING**

- An appropriate certificate relevant to the work required to be performed;
- Will have attained previous experience in a relevant industry, service or an equivalent level of expertise and experience to undertake the range of activities required;
- Appropriate on-the-job training and relevant experience; or
- Entry point for a diploma without experience.

## **PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

- Prolonged periods of sitting at a desk and working on a computer.
- Occasional lifting, manual handling tasks (e.g. lifting/moving archive boxes).

## **GENERAL EMPLOYMENT INFORMATION**

Northside Community Service is a child-safe organisation. We actively promote the safety and wellbeing of children and all Northside staff are committed to protecting children from abuse or harm.

Northside Community Service is an Equal Opportunity Employer. We value diversity and are committed to workforce diversity and equal opportunity. We recognise that the provision of supportive, safe and harassment free workplace is essential to high performance and promote flexible work, diversity and safety.

All Northside staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct and all relevant policies and procedures
- Comply with the work health and safety policy & procedure
- Undertake a national police check prior to commencement and every 3 years thereafter
- Undertake screening for suitability to work with children, youth and vulnerable people
- Comply with the National Principles for Child Safe Organisations, the Reportable Conduct Scheme for the ACT and other relevant legislative requirements

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## SIGNATURE

Employee signature below indicates the employee's understanding and acceptance of this position description.

Employee Name		Date	
Employee Signature			