

Human Resources

Position Description



Position Title:	Accounts Payable Officer
Responsible To:	Finance, Team Leader
Location:	Hindmarsh
Hours:	Full time 38 hours per week

Position Overview

The Accounts Payable Officer is responsible for providing proficient and accurate financial and clerical support to the Finance Division of the Organisation.

Personal Attributes

You will be a mature minded individual with a high level of interpersonal communication and organisational skills. You will possess a friendly and courteous manner. The ability to prioritise work, meet deadlines and work under pressure is essential. You will be a team player, with a demonstrated ability to show initiative and who will professionally represent the organisation. You must be a flexible individual possessing a can-do attitude. Have the ability to communicate effectively with staff across the Organisation and externally with government departments.

Responsibilities:

The Accounts Payable Officer is responsible for:

- Check, code and collate creditor invoices and enter into MYOB
- Reconcile creditor statements and payment of creditor invoices
- Match supplier invoices to approved purchase orders and expenditure requests, investigate and resolve discrepancies as required
- Maintain and update supplier records within the accounting system, ensuring data integrity and compliance
- Reconcile debit card transactions, including follow up of outstanding receipts and approval documentation with cardholders
- Undertake reception duties in the absence of other staff and/or as required and directed by management
- Undertake other duties as directed by the Executive Manager: Finance or Finance Team Leader

Quality Standards, Regulations and Responsibilities:

The Accounts Payable Officer is responsible for ensuring that the following regulations, standards and codes are complied with:

- The Organisation's Policies and Procedures
- The government authority contractual requirements and specifications
- The government authority Code of Practice
- The government authority complaints procedure
- ISO 9001 Quality Management System
- ISO/IEC 27001: 2023 Information Security Management System
- Relevant Commonwealth and State Legislation
- Work Health and Safety Acts

Qualifications:

- No formal qualifications are required; however previous experience using MYOB Advanced is highly desirable.
- Experience in an Accounts Payable role, and strong experience in using Microsoft Excel.

Key Skills/Attributes:

- Strong numerical skills
- High degree of accuracy with data entry

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- Provide professional, proficient and efficient standard of all tasks performed
- Possess the ability to prioritise work, meet deadlines and work under pressure
- A demonstrated ability to work as an effective team member and without the need for supervision
- Outstanding administrative skills
- Computer literate in Microsoft Office, Outlook, internet and database systems
- An impeccable reputation for honesty, trustworthiness and fiduciary integrity
- Knowledge of relevant legislation including Anti-discrimination, Equal Employment Opportunity, Work Health and Safety, Privacy and Freedom of Information

Selection Criteria

- Experience in accounts payable
- Developed communication and interpersonal skills, and to present Status as a highly professional Organisation to its business partners, staff and the general public
- Proven ability to work as part of a dynamic, target and outcomes focussed team as well as operating autonomously
- Exhibit a friendly, courteous, accommodating manner and professional presentation at all times
- Exceptional communication, written and oral skills
- Must display initiative and willingness to work autonomously within a team environment.
- An understanding and acceptance of Organisational change
- Has a flair for fine detail and will not compromise standards