

Position Description

Accounts Payable Officer

OVERALL PURPOSE OF THE POSITION

- To assist the Accounts Payable Manager in the timely and accurate processing of all invoices received for payment and to undertake the subsequent payment of all creditors in a timely manner.
 - The focus of the role is to assist in the facilitation of all activities associated with the payments receipt cycle whilst providing a quality and efficient service to internal and external stakeholders.
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PRIMARY DUTIES & RESPONSIBILITIES

The Accounts Payable Officer role includes, but is not limited to, the following accountabilities:

- Process a high volume of invoices and staff expense claims, in an accurate manner on a daily basis, ensuring that invoices are supported by a purchase order or adequate supporting documentation and have been coded to an appropriate account having been approved by a responsible person.
 - Ensure GST is processed correctly on each invoice.
 - Assist with the EFT and Cheque payment runs on a weekly basis.
 - Account reconciliations with the School's Creditor Ledger balances on a timely basis.
 - Participate in any system changes, including testing.
 - Liaise with internal and external stakeholders via telephone and email in an appropriate, corporate manner to obtain a full explanation of the nature of the individual purchase/payment as required.
 - Manage Cash – Petty Cash & Tuckshop
 - Archive Accounts Payable, General Ledger and Banking documentation.
 - Assist other Accounts staff from time to time with their job function.
 - Manage Accounts Payable Mailbox (directing emails and answering or escalating queries as required)
 - Any other suitable duties that are required from time to time.
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SKILLS AND KNOWLEDGE ESSENTIAL TO THE JOB

- Proven experience (minimum two years) in an Accounts Payable role in a similar sized organisation.
 - Excellent communication skills, both written and oral.
 - Strong motivation skills to work in a busy environment.
 - A team player.
 - Ability to quickly understand processes and systems, both IT and physical.
 - Excel at an intermediate level
 - Demonstrated initiative and flexibility.
 - Attention to detail.
 - Understanding and practising confidentiality in all matters.
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ESSENTIAL PERSONAL ATTRIBUTES

- Enthusiasm and energy.
 - Excellent interpersonal skills.
 - Ability to prioritise.
 - Able to meet deadlines.
 - Problem solving ability.
 - Punctuality and flexibility with working hours in a busy workplace.
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ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by Barker College's Code of Conduct and the Complaints Procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position
 - Flexible working hours
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ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Finance Manager
The Immediate Manager:	Accounts Payable Manager
This Position:	Accounts Payable Officer

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Accounts Payable Officer**.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate_name]

Signature of Staff Member: [acceptance_status]

Date: [acceptance_date]