

Human Resources

Position Description



Position Title:	Accounts Payable Officer
Responsible To:	Director of Finance
Location:	Marion
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:

- checking, coding, collating of creditor invoices
- reconciliation of creditor statements
- entering creditors invoices into MYOB
- payment of creditors invoices
- undertaking reception duties in the absence of other staff and/or as required and directed by management
- any other duties as directed by the Director of Finance
- any other duties as directed by the Managing Director.

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
- ISO 9001
- Appropriate authority regulations
- Relevant legal, professional and ethical obligations.
- Work Health and Safety Act 2012

Qualifications:

- No formal qualifications are required; however previous experience in accounts payable and using MYOB Premier is essential. Experience with MYOB Advanced is also desirable.

Key Skills/Attributes:

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

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- 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

Desirable Skills/Attributes:

- Experience working with Excel

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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