

## **ACCOUNTS PAYABLE OFFICER (0.80 FTE)**

### **Overview of Job Function**

The position will be responsible for maintaining accurate creditor and asset records, ensuring on-time payment of suppliers and day-to-day administrative duties.

### **Duties:**

The Accounts Payable Officer reports to the Finance and Systems Manager and will report at an operational level (dotted line) to the Accountant. The duties of the Accounts Payable Officer are:

#### *Accounts Payable*

1. Accounts Payable (capture, scan and pay supplier invoices);
2. Credit Cards (capture, reconcile, scan and payment);
3. End of month journaling and budget variance analysis;
4. Maintain Fixed Asset Register (capture, reconcile and register);
5. Reconciliations (supplier, petty cash, photocopy credits etc.);
6. Ad-hoc task as required by management;
7. Develop a working knowledge of the other accounts functions (particularly accounts receivable).

#### *Accounts Team*

1. Participate as an effective Accounts team member, supporting other team members in peak work load and other times, and providing cover for them where required.

#### *Other*

1. Attend team meetings;
2. Other duties as required by the Finance and Systems Manager or Accountant.

### **Essential Attributes**

1. Friendly disposition - enjoys engaging with a high number of students, parents and staff members;
2. Numerate with an understanding of accounting processes, specifically accounts payable;
3. Accuracy and efficiency in processing;
4. Computer literacy, including MS Office;
5. Good communication skills especially when discussing invoice payment processes with staff.
6. Able to manage several tasks simultaneously and handle frequent interruptions.
7. Able to deal with confidential information appropriately.

### **Desirable Attributes**

1. Accounts Payable experience advantageous;
2. Excellent time management skills;
3. Knowledge of Synergetic or Xero advantageous;
4. Very professional presentation;
5. Must have good English communication skills both written and verbal;

### **Key Terms and Conditions**

As per the Fair Work Australia developed Educational Services (Schools) General Staff Award 2010. Basic Salary offer: between \$44,000 and \$46,00 plus 9.5% superannuation.