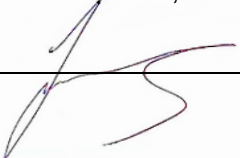




Position Description

Job Title: Accounts Payable Officer
Award: Queensland Local Government Industry (Stream A) Award - State 2017
Division: Division 2, Section 1 - Administrative, Clerical, Technical, Professional, Community Service, Supervisory and Managerial Services
Classification: Level 5, Above Award Wage
Employment Type: Full Time
Department: Finance
Reports to: Executive Manager Finance
Approved: Fabian Williams, Chief Executive Officer
Signature:  Version Date: 06 July 2018

POSITION OBJECTIVE

As part of the multi-skilled Cairns based Finance team contribute productively to the Kowanyama Aboriginal Shire Council and the Kowanyama community through efficient and effective processing of accounts payable. Assist in other areas of the Finance team as required, including Accounts payable, payroll and general finance.

This role is based in Cairns however there may be visits required to Kowanyama.

POSITION SPECIFIC KEY RESPONSIBILITIES

1. Manage workload to ensure accurate and timely payment of accounts in accordance with Council policy, complying with supplier trading terms and ensuring Council procedures are followed.
2. Undertake a range of accounts payable functions including but not limited to:
 - Processing for fortnightly invoice payment runs
 - Create EFT payments and bank account transfers
 - Processing of corporate credit card transactions, monthly reconciliations and file maintenance
 - Coding of invoices in line with departmental budgets
 - Ensure relevant procurement documents are complete
 - Processing of Travel Claims and staff reimbursements
 - Maintenance of creditor master files.
 - Monthly reconciliation of creditor statements.
 - Adhere to strict month end timetable requirements.
 - Post journal entries to the general ledger
 - Track and manage retentions
 - Pre-audit reviews of documents
 - Fortnightly Cash Flow data reporting
 - Review and reconciliation of clearing accounts Monthly Allocated balance sheet reconciliations Bank deposit receipting Daily Bank reconciliations for all accounts Investment fund monitoring
 - Preparation of asset additions for entry to the ledger.
 - Maintenance of various excel spreadsheets / models

- Assist with month end processes as required.
3. Strive for continuous improvement in the role and assist others with the same.
 4. Provide backfill relief and support in payroll, accounts receivable and other areas as required

SELECTION CRITERIA

1. A well-developed understanding of computerised accounting modules, specifically orders, creditors, debtors, job costing, receipting and bank reconciliation, together with an understanding of the manner in which they interface to the core ledger of accounts, relative to budgets and actuals. Experience with Attache is not essential but would be favourable.
2. Proven ability to undertake administrative activities in a structured, organised and timely manner, demonstrating an eye for detail supported by an analytical thought process.
3. A sound understanding of Ecommerce, with proven hands-on experience.
4. Well-developed communication and interpersonal skills with demonstrated ability to exercise initiative, judgement, confidentiality, tact and discretion whilst dealing with a range of external and internal clients.
5. Well-developed computer skills including formatting and preparation of documents using both Microsoft Excel and Word, supported by concise and accurate compilation skills.
6. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
7. Highly developed written and interpersonal skills in dealing with a range of internal and external customers with a proven track record of meeting deadlines, exercising sound judgment and initiatives.
8. Demonstrated behaviour which supports a diverse, equitable and safe workplace.
9. Personal attributes that engender commitment, passion, energy, drive, initiative, resilience and respect.
10. Knowledge and understanding of Aboriginal and Torres Strait Islander cultures and demonstrated ability to communicate effectively and sensitively with Indigenous people.

Key Performance Indicators

Role Functions	<ul style="list-style-type: none"> • Invoice, payment, journals, master data and bank statement transactions accurately recorded in Financial Management System • Bank reconciliations for all bank accounts accurately processed weekly at a minimum • Timely fortnightly supplier payments as per the schedule • Timely Travel Allowance processing as required • Reconciliation of supplier statements and management of missing documents • Timely completion of assigned month end tasks as per the timetable • Investment Accounts managed to maximise interest received
Attendance	<ul style="list-style-type: none"> • Appropriate notification to supervisor in respect to work absences and leave requirements
Customer Focus	<ul style="list-style-type: none"> • Maintain a high level of customer service towards all clients • No substantiated complaints • No breaches of confidentiality
Adherence to Council's policies, procedures	<ul style="list-style-type: none"> • No breaches of Council's policies and procedures • Maintaining a Police Clearance • Involvement in the organisation promoting a sense of ownership and team work into the organisation.
Workplace Health and Safety	<ul style="list-style-type: none"> • Follow Council OH&S policies, rules and guidelines • Contribute positively to improvement initiatives • Demonstrate a strong focus on workplace safety in accordance with Industry standards

CORPORATE RESPONSIBILITIES

Policy and Procedural Responsibilities

Be aware of, and act in accordance with all council policies and procedures.

Code of Conduct

Adhere to behaviours, responsibilities, and actions identified within Council's Code of Conduct. Staff not adhering to the Code of Conduct will be subject to disciplinary action.

Work Health and Safety

Comply with all work health and safety legislation, codes of practice and procedures. Use appropriate protective clothing and equipment.

Ensure risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

General

- All employees should start no later than the assigned time and preferably arrive at least five (5) minutes prior for the purpose of setting up their work area;
- All employees should notify their immediate supervisor within 30 minutes of their start time in the event of an unplanned absence.
- Tasks allocated to this position shall be performed to a high standard, in accordance with procedural guidelines and timeframes, and with efficient and effective utilisation of resources
- Duties shall be carried out in accordance with accepted industry standards, compliance with various legislative requirements, standards and Council policies, procedures and local laws
- The employee shall show a spirit of cooperation towards their supervisor/s, other employees and the achievement of Council's aims and objectives;
- It is a requirement that all Council employees maintain a current manual "C" class driver's licence at all times where driving forms part of regular work activities.

ORGANISATIONAL RELATIONSHIPS

Reports to: Executive Manager Finance

Internal Liaison: Members of the Finance Team, Chief Executive Officer, Executive Managers, and all Kowanyama Aboriginal Shire Council employees.

External Liaison: Suppliers, Creditors, members of the Community.

MANDATORY REQUIREMENTS

- Police Clearance

POSITION DESCRIPTION AUTHORISATION

This position description is subject to change from time to time as Kowanyama Aboriginal Shire Council may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion and agreement with the position incumbent.