

# ACCOUNTS PAYABLE OFFICER POSITION DESCRIPTION



Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Accounts Payable Officer
School / Organisational Department:	Business Services
Reports To:	Accountant
Type of Employment:	Full Time
Date:	September 2023

### Primary Purpose of the Position

The Accounts Payable Officer is responsible for accurate processing of creditors invoices, timely payment and management of the Creditors System. This position requires to provide excellence in customer service by the delivery of prompt, courteous and helpful attention to creditors and staff enquiries.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

#### Invoicing and Processing

- Manage Accounts Payable emails;
- Attend suppliers and staff enquires relating to invoice payments and AP automation system;
- Manage PO and invoice processing in AP automation system;
- Review invoice details and check coding in AP automation system;
- Ensure accurate data information exported from AP automation system to financial system for each payment run;
- Manage daily operation of AP automation system;
- Check coding and ensure compliance with the School's financial delegation and authorities;
- Prepare weekly payment run;
- Prepare and dispatch remittance advice to creditors;
- Adding and maintaining vendor information in the school's corporate system;
- Verify with creditors any new payment details on the invoices;
- Prepare Bpay and international payments;
- Process staff reimbursement requests;
- Review of open purchase orders;
- Preparation and processing journal entries as needed.

### **Reconciliation**

- Reconciliation of statements from creditors and follow up with creditors of reconciling items;
- Reconcile monthly credit card transactions and update financial system.

### **Support Services**

- Maintain the procedures manuals and foster the development of continuous improvement of processes and procedures for the accounts payable function;
- Provide relief duties on the School's main reception as required;
- Support the Business Services team in meeting all deadlines.

From time-to-time additional duties may be required by the Manager of Business Services and/or members of the Executive Team.

### **Other Information**

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

### **Personal Growth**

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

### **Spiritual Awareness**

- Attend Staff Chapel services as a model for colleagues.

### **Community Service**

- Support Community Service initiatives at the School.

### **Work, Health and Safety**

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

*From time to time additional duties may be required by the supervisor, the executive or Headmaster.*

## **Child Protection**

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

## **Selection Criteria**

1. Minimum 3 year experience in full accounts payable function in a medium size organisation with appropriate skills and qualifications.
2. High skill level with technology, specifically MS Office and Teams with an understanding of database functionality, prior experience with a school database system preferred.
3. Demonstrated organisation and time management skills. Skilled practitioner in being highly accurate and timely when given assigned tasks.
4. Strong communication, interpersonal and public relations skills. The ability to work as part of a team.
5. Well-developed oral and written communication skills and ability to attend to a high level of customer service.
6. Ability to work as part of a dynamic team and prioritise tasks according to the needs of the team within which you support.
7. Willingness to support the spiritual, community and cocurricular life of the School.
8. As this is a non-academic appointment, the successful candidate must have proof of eligibility to work in Australia and have hold a current Working with Children Check (Blue Card) QLD.