



## POSITION DESCRIPTION

<b>Position Title</b>	Accounts Payable Officer
<b>Position Code</b>	1159
<b>Directorate</b>	Corporate & Leisure
<b>Work Group</b>	Finance
<b>Position Classification</b>	Band 4
<b>Effective Date</b>	May 2025

### Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

### Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues.
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

### 1. Position Objectives

- 1.1** To ensure the timely and accurate processing of all accounts payable, while providing a high level of customer service to all stakeholders and ensuring compliance with financial controls.

### 2. Working Relationships

Reports to	Revenue and Payments Coordinator
Supervises	N/A

### **3. Key Responsibilities**

#### **3.1 Accounts Payable**

**3.1.1** Preparation of accounts payable for processing.

**3.1.2** Production of payments and remittances for weekly payment and cheque runs

**3.1.3** Creation and maintenance of suppliers in the corporate finance system.

**3.1.4** Ensure compliance with financial controls and implementation of proper check processes to confirm accuracy of data entry.

**3.1.5** Provide timely response to creditors and internal staff enquiries relating to accounts payable.

**3.1.6** Follow up on accounts an incomplete transaction.

**3.1.7** Provide training and support to the organisation in respect of accounts payable processes.

**3.1.8** Actively participate in and contribute to continuous improvement within the team, including documenting procedures, mapping processes, participating in cross training and identifying opportunities to improve efficiency and customer service.

#### **3.2 General Ledger**

**3.2.1** Prepare journal entries for expenditure allocation of vehicles, Family Day Care and adjustments arising from the creditors system.

**3.2.2** Maintain integrity of Council's general ledger from an account payable perspective, including the preparations of creditor reconciliations.

### **4. Core Physical Requirements**

**4.1** Capacity to undertake office-based activities including sitting at a desk and using a computer for extended periods.

**4.2** Capacity to, on occasion, lift items unspecified in weight within individual limits.

### **5. Accountability and Extent of Authority**

**5.1** Responsible for all matters necessary for the efficient, effective and accurate administration of accounts payable.

**5.2** Authority to provide specific information in response to accounts payable enquiries.

**5.3** Responsible to ensure that accounts payable policies, procedures and internal controls are observed and that standards are maintained.

**5.4** Authority to resolve accounts payable matters in accordance with Council policy and procedures.

## **6. Judgement and Decision Making**

**6.1** Carry out duties and provide information within specific guidelines with scope to exercise discretion in application of established standards and procedures.

**6.2** Work procedures are limited by standards encompassed by the nature of work assigned.

**6.3** Guidance and advice always available.

## **7. Knowledge and Skills**

### **7.1 Specialist Skills and Knowledge**

**7.1.1** Demonstrated knowledge of accounts payable functions.

**7.1.2** Keyboard skills and considerable ability to operate digital systems.

**7.1.3** Ability to reconcile and review creditors statements and invoices.

### **7.2 Management Skills**

**7.2.1** Time management and organisation skills.

**7.2.3** Communication skills both verbal and written.

### **7.3 Interpersonal Skills**

**7.3.1** Excellent customer liaison skills.

**7.3.2** Demonstrated initiative and willingness to learn and contribute to a team environment.

## **8. Qualifications and Experience**

**8.1** Demonstrated experience in accounts payable.

**8.2** Experience in Microsoft Office suite and operation of general office equipment and computer applications.

**8.3** Experience using a large corporate finance system. TechOne experience advantageous but not essential.

**8.4** Post secondary qualifications i.e. minimum Certificate II in Business Administration, Financial Services or a related field would be an advantage.

## **9. Key Selection Criteria**

**9.1** Demonstrated experience in accounts payable, preferably with a high volume of creditors.

**9.2** Ability to reconcile and review creditors statements and invoices.

**9.3** Demonstrated ability to provide a high level of customer service and excellent verbal and written communication skills.

**9.4** Effective time management and organisation skills.

**9.5** A thorough understanding of digital applications, particularly Microsoft Office suite and corporate finance systems with understanding of accounts payable and purchase order procedures.

**9.6** Demonstrated experience providing training and support to internal.

**9.7** Demonstrated initiative and willingness to learn and contribute to a team environment.

**Authorised by: Director – Corporate & Leisure**

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**Date:**

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**Employee's Signature:**

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**Date:**

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