



SORELL COUNCIL

POSITION DESCRIPTION

Position Title	Accounts Payable Officer
Workgroup	Finance
Reports to	Financial Accountant
Classification	Level 3
Employee Status	Part Time
Location	CAC

Primary Position Purpose

The **Accounts Payable Officer** is responsible for providing efficient, accurate and timely processing of invoices by receiving, processing, paying, verifying and reconciling invoices. The position is responsible for ensuring the integrity of the accounts payable ledger within the finance system, including maintenance and reconciliation of vendor accounts.

Skill Based Classification Descriptors

The position is classified as a Level 3, the following skill descriptors apply to this level.

Authority & Accountability	Responsible for completion of regularly occurring tasks with general guidance on a daily basis. May supervise work or provide on-the-job training, based on their skills and/or experience, employees of the same or lower levels.
Judgment & Problem Solving	Personal judgment is required to follow predetermined procedures where a choice between more than two options is present. Work performed falls within general guidelines but with scope to exercise discretion in the application of established practices and procedures.
Specialist Skills & Knowledge	Application of developed skills acquired through on-the-job training or accredited external training over a number of months. Positions may require demonstrated competence in administrative areas.
Management Skills	Not required at this level.
Interpersonal Skills	Employees at this level require communication skills to enable them to effectively communicate with clients, other employees and members of the public and in the resolution of minor matters.
Qualifications & Experience	Qualifications or relevant experience in accordance with the requirements of work in this level, which may be acquired through a Certificate II or a non-trades Certificate III, however described.

Key Responsibilities

- **Vendor Ledger Management:** Maintain the integrity of the accounts payable ledger by managing vendor accounts and ledgers, including accurately handling vendor administration, monthly reconciliations of vendor statements to vendor ledgers and ensuring compliance with purchasing policies and statutory/legislative requirements;
- **Purchase Order (PO) Management:** Lead the PO process, including initiating the creation and scheduling of POs and coordinating with staff to ensure timely and accurate PO processing;
- **Payment Run Management:** Lead the scheduling of payment runs, ensuring payment to suppliers are within the terms and conditions of purchase, policy guidelines and statutory/legislative requirements;
- **Credit Card Support:** Lead the administration of credit cards, ensuring credit cards are administered in accordance with policy guidelines and the credit card reconciliation process is completed accurately on a monthly basis;
- **Fuel Purchasing Support:** Monitor and review the usage of fuel cards in accordance with policy guidelines, including completing the monthly fuel purchasing analysis and liaising with staff to gather variance explanations;
- **Record Keeping and Training:** Maintain an accurate and up-to-date suite of internal purchasing procedure documents. Lead purchasing on-the-job training and regular formal training sessions, to ensure purchasing procedures are communicated regularly with staff.
- **Customer Service:** Provide effective and efficient customer service and liaison with vendors;
- **Continuous Improvement Focus:** Proactively review, research and test accounts payable processes and systems for greater efficiencies and continuous improvements. Complete business cases and make continuous improvement recommendations for management consideration;
- **Financial Administrative Assistance:** Provide financial administrative support as required, including assisting with monthly Councillor payments, quarterly Audit Panel payments, monthly internal plant hire journals and the on-charging process.

Employees may be required to undertake duties within the limits of their skill, competence and training, consistent with their classification level, in any area of Council, as directed.

Position Dimensions

Key relationships and influences

Who	Why
Internal	
Employees in All Departments	Work in partnership with employees from all departments to ensure delivery of effective customer service. Work with all staff to assist in the accurate and timely processing of invoices and purchase orders.
External	
People who live, work, or visit Sorell	This position delivers services that directly benefit our customers via Council's various customer contact channels.
Elected Council Members	This position provides support to Councillors who directly serve the people of Sorell.
Vendors/Suppliers	This position provides information and professional advice to external suppliers.

Resources and Budgets

Direct Reports	NIL	Financial Delegation & Reporting	NIL
Indirect Reports	NIL	Statutory Appointments	NIL
Total	NIL	Delegations	NIL

Position Capabilities

Mandatory capabilities are essential at commencement in a position.

MANDATORY		
KEY RESPONSIBILITIES	CAPABILITIES	PERFORMANCE MEASURE
Process purchase orders and invoices to ensure payment to suppliers are within the terms and conditions of purchase, policy guidelines and statutory/legislative requirements	Efficient and effective time management skills High level data entry and sound attention to detail	Suppliers are paid within terms and conditions of purchase, policy guidelines and statutory/legislative requirements
Ensure effective and efficient customer service and liaison with vendors	High level verbal and written communication skills	Limited number of queries from vendors

FUNCTIONAL		
KEY RESPONSIBILITIES	CAPABILITIES	PERFORMANCE MEASURE
Accurate processing of purchase orders and payment runs	High level data entry and sound attention to detail Sound organisational skills	Payment runs are accurate and timely
Maintain the integrity of the accounts payable ledger, including maintaining accurate and up to date vendor accounts and ledgers Reconcile vendor statements to vendor ledgers	High level data entry and sound attention to detail Sound organisational skills	Vendor accounts and ledgers are up to date and accurate Vendor ledgers reconcile to vendor statements on a monthly basis
High degree of IT literacy	High level of proficiency in the use of Microsoft suite of programs, (including Excel) and Microsoft Dynamics 365 Business Central.	Demonstrated sound IT skills to support business practice

Organisational Accountabilities

Be familiar with and follow the **Council's Code of Conduct**. A copy of this is provided with your appointment letter or can be accessed on Council's Intranet.

Be familiar with and undertake all work in accordance with relevant policy and legislation, including:

- Council's Values
- Workplace Health and Safety (WHS) Legislation
- Anti-Discrimination Legislation
- Sorell Council Enterprise Agreements
- Document Management - The incumbent is required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.
- Customer Service Charter - The incumbent is required to commit Council's Customer Service Charter and to consistently deliver all services with a focus on excellent customer service.
- Customer Relationship Management (CRM) systems
- Comply with all Health and Safety legislation.

Work Place Health & Safety

Ensure Health and Safety information is provided to the broader community as required. While at work, a worker must:

- Take reasonable care for his or her own health and safety;
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act;
- Cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers;
- Avoid, eliminate or minimize hazards within your control, and immediately report;
- Attend and actively participate in training programs provided in the interests of Health and Safety;
- Ensure accidents and near misses are reported as soon as reasonably practicable; and
- Ensure assessment and control of risk is managed in accordance with Council's Risk Management Framework.
- Complete Council's induction requirements

Record Management

Sorell Council uses a record management system, TARDIS (Total Administrative Record and Document Information System). All Council documents and records are a State legislated record controlled by the Tasmanian Archive & Heritage Office and are therefore required to be retained either on a temporary or permanent basis. All employees of Council are required to use the TARDIS system to retain records and documents relating to Council business as part of their employment.

Key Selection Criteria

Essential:

- Experience in accounts payable functions – including but not limited to preparing purchase orders, paying vendors, reconciling vendor ledgers and reconciling credit card statements, in accordance with terms and conditions of purchase, policy guidelines and statutory/legislative requirements.
- Proven ability to ensure data integrity through demonstrated high level attention to detail and accurate data input, reviewing and reconciliation.
- Proven ability to provide direction with purchasing policies and procedures, work collaboratively in a team environment and contribute towards team outcomes.
- Demonstrated effective and efficient communication skills, including the ability to communicate purchasing policy guidelines, statutory/legislative requirements and purchasing procedures, resolve issues and reconcile different points of views with other employees, vendors and members of the public.
- Proven ability to meet all purchasing deadlines, including the completion of timely and regular processing of payment runs, through demonstrated organisational and time management skills.
- Demonstrated competency in use of an electronic accounts payable system and Microsoft Excel– including but not limited to preparing and processing purchase orders, payment runs and journals in an electronic environment and using Microsoft Excel to organise and analyse data.

Authorisation			
I hereby agree that this position description accurately reflects the work requirements.			
Manager name			
Manager signature		Date	
Employee name			
Employee signature		Date	
GM Name			
GM Signature		Date	