



ST. BRIGID'S
COLLEGE

POSITION DESCRIPTION ACCOUNTS PAYABLE OFFICER

POSITION TITLE: Accounts Payable
LEVEL: **Level 3** (Administrative & Technical Officers) The Mercy Education Ltd Non-Teaching Staff Enterprise Bargaining Agreement 2014
HOURS: Part time 0.5 FTE with flexibility to accommodate after hours work as required
LEAVE: Annual and other leave to be negotiated and taken when mutually agreed.

ORGANISATIONAL RELATIONSHIPS

Position reports to: Business Manager via the Manager Finance
Supervision of: Not Applicable
Internal Liaison: All departments.
External Liaison: Community groups, College suppliers, general public, government departments, funding agencies

POSITION OBJECTIVES

- Efficient processing of purchase orders, invoices and other payment requests as appropriate, including resolving staff and creditor queries and procedural enquiries.
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POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Signature: _____
PRINCIPAL DATE

Signature: _____
EMPLOYEE DATE



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CORPORATE ACCOUNTABILITY

- Comply with the College's Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College's resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College's corporate values in the management and delivery of programmes, as follows:-
 - Continuous improvements.
 - Organisational wellbeing.
 - Customer service.
 - Money matters.
 - Safety.

KEY DUTIES / RESPONSIBILITIES

Catholic Identity

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Mercy inspired ethos within the school community.

Accounts Payable

- Completes payments and controls expenses by receiving, processing, verifying, and reconciling invoices.
- Reconciles processed work by verifying entries and comparing system reports to balances.
- Charges expense to accounts and cost centers by analyzing invoice/expense reports; recording entries.
- Pays Creditors; scheduling and preparing cheques, BPay, Direct Debit; resolving purchase order, contract, invoice, or payment discrepancies and documentation, issuing stop-payments or purchase order amendments.
- Maintains general ledgers by verifying and posting account transactions.
- Verifies vendor accounts by reconciling monthly statements and related transactions.
- Reconcile College Credit Card accounts monthly and within prescribed time lines.
- Maintains historical records by filing documents.

General Ledger

- Process journals and other general ledger requirements within prescribed time lines.
- Provide the Finance team and auditors with relevant information and reports as requested.



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Other:

- Management of College Security Access keys and permissions in collaboration with the Accounts Receivable Officer.
- Provide temporary relief cover for Accounts receivable position.
- Provide temporary relief cover for Reception.
- Other duties that may be assigned by the Senior Leadership Team.

EXTENT OF AUTHORITY

Authority to act within established practices and to make decisions within clearly established guidelines.



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REQUIREMENTS OF THE POSITION

Working Relationships:

- Business Manager;
- Finance Manager;
- Other Finance Team staff
- All staff;
- Parents and parent groups;
- Students
- Vendors and external contractors

Key Results Areas:

Behavioural Descriptors:

- Use initiative and take responsibility for all tasks undertaken.
- Exercise judgement and solve problems within the scope of the position.
- Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
- Maintain confidentiality at all times.
- Undertake safe work practices.
- Undertake other duties as directed.

Team Participation:

- Work closely and cooperatively with all staff members.
- Contribute positively and constructively with the College community.
- Ensure performance consistent with the ethos, aims and objectives of the College.
- Capacity to manage multiple reporting lines proactively and constructively.

Outcomes:

- Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid's community together with those in the wider community.
- Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
- Deliver exceptional customer experiences.



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Experience and Qualifications:

- Proven ability to utilise and manage an automated School management system including experience in accounts receivable and payable policies and procedures.
- Demonstrated high level of computing and administrative skills including word processing and spread sheets.
- Attention to detail.
- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Highly developed interpersonal skills and a demonstrated ability to successfully communicate and work with people at all levels.
- Demonstrated high level of organizational ability and initiative including capacity to set priorities and work to deadlines.
- Ability to work effectively in a busy environment.
- Understanding of risk management principles.
- Understanding of the principles of Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

Essential

- Suitable qualifications and/or experience in a similar role.
- Have completed or prepared to undertake professional development to work toward an Accreditation to Work in a Catholic School.
- Current Department of Education Cleared National Police History Check
- Current Working With Children Card
- Current Cleared National Check of Employment Status

Desirable

- Qualification in Business or related discipline.
- Current WA "C" class driver's license.

Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Tact and diplomacy;
- Ability to maintain confidentiality;
- Strong people and telephone skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.