



## Position description

<b>Position title</b>	Accounts Payable Officer
<b>Group / Branch</b>	Finance and Technology
<b>Reports to (Title)</b>	Senior Systems Accountant
<b>Competency level</b>	Individual Contributor

## Job Purpose

The Accounts Payable Officer is responsible for processing supplier invoices and ensuring suppliers are paid in a timely manner.

The position is within the Finance and Technology Group and reports through to the Senior Systems Accountant. The Accounts Payable Officer is responsible for the processing of all South East Water payments to support the accounts payable function efficiently.

The Accounts Payable Officer is primarily focused on completing the accounts payable function from end to end. The role involves administering the accounts payable inbox and processing approximately 70 – 100 invoices on a daily basis.

The Accounts Payable Officer will require excellent time management skills with acute attention to detail.

## Key Accountabilities

The Accounts Payable Officer will be responsible for:

- Processing of all invoices and claim forms in the financial system, accurately and in a timely manner
- Processing weekly and ad hoc payment runs (EFT and cheques) in the financial system
- Processing overseas and domestic payments in the online banking system
- Confirming and reconciling payments made to Treasury Corporation of Victoria
- Administering the accounts payable inbox, distributing invoices and reviewing statements to ensure timely payments
- Liaising with suppliers, as well as internal and external stakeholders
- Advising management and staff in relation to requisitioning and accounts payable issues
- Supporting the Senior Systems Accountant with updates to the accounts payable policies and procedures
- Checking all invoices received comply with GST and other legislative requirements
- Performing basic month end reconciliation checks of the Account Payable balance in the financial system
- Performing ad hoc checks of basic financial data, where required.

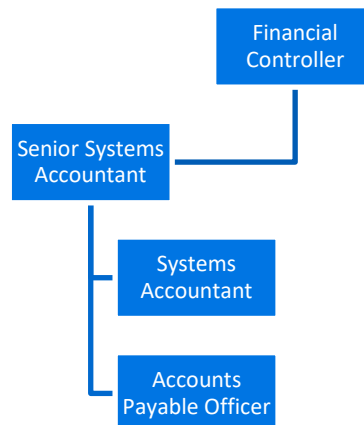


## Knowledge, Skills & Experience

- 2+ years of experience in accounts payable
- Clear and effective communication skills (written and verbal)
- Ability to meet deadlines, be able to work independently and exercise discretion
- Ability to resolve novel and complex queries and problems relating to accounts payable
- Ability to seek process improvements under guidance where required
- Ability to effectively organise and prioritise workload
- Strong working knowledge of Purchasing and Accounts Payable processes and systems
- Be open minded and keenness to up-skill as required
- Strong attention to detail
- Sound working knowledge of Microsoft Office ie Excel, Word, Outlook, Teams
- Experience in the use of Finance ERP systems and databases particularly in accounts payable modules
- Strong customer service, interpersonal and communication skills with a proven ability to provide advice to stakeholders in a professional manner.

## Dimensions

The Accounts Payable Officer reports to the Senior Systems Accountant.



### Number of people managed:

The Accounts Payable Officer has no direct reports.

### Size of budget managed:

Not applicable for this role.

### Value of Assets managed:

Not applicable for this role.