

**Position Description**  
**Accounts Payable****Accounts Payable Officer****POSITION DETAILS**

Title: Accounts Payable Officer	Location: Mascot
Department: Accounts Payable	Manager: Carl Hans Baukes
Date Prepared: 05/07/2023	Direct Reports: -

**POSITION OVERVIEW**

The position is part of the Accounts Payable Department, located at Mascot.

An accounts payable officer will support the objectives of the team by being equipped with end-to-end AP full-function experience in a fast-paced environment. Be willing to take ownership of the role, problem solve, and communicate effectively with internal and external stakeholders. must be able to work unsupervised, be a team player, and help the AP team when required. Provide professional customer service and ensure all Accounts Payable administrative duties are conducted effectively and efficiently.

**KEY RESPONSIBILITIES****Position Duties:**

- Matching Purchase Orders to Invoices received
- Investigate PO vs Invoice discrepancies
- Understanding of Goods Receipt not invoiced (GRNI)
- Generating Creditor and Intercompany payments both local and foreign
- Generate, validate, and execute payment runs
- Verifying invoices using the OCR invoice system
- Processing staff Expenses and Corporate Credit Card expenses
- Creditor Statement reconciliation
- Maintaining Vendor master listing
- Month End General Ledger Reconciliation
- Communicating to internal and external customers/suppliers (Email/Phone)

**Relationships**

- Develop and maintain relationship with our internal and external stakeholders
- Develop and maintain external relationship with our suppliers

**Teamwork**

- Ensure behaviours are consistent to enhance the team environment
- Assist others to meet business objectives when required
- Be a participative team member and team player
- Encourage to participate in work-based team activities

**Communication**

- Always communicate openly and honestly

**Position Description**  
**Accounts Payable****Accounts Payable Officer****Ethics**

- Comply with all applicable laws, regulations, statutory obligations and REMONDIS Australia policies
- Act honestly and with integrity always
- Respect the values and diversity of others
- Accept responsibility and be accountable for actions
- Avoid situations resulting in a conflict of interest, bribery, or the use of inducements to secure business

**CAPABILITY PROFILE****Qualifications**

- Accounts, Finance or Accounting

**Work Experience**

- Experience with Purchase Order and automated invoice matching desired
- Experience in a similar role with strong attention to detail in a high-volume environment
- Adaptable to change management & problem-solving mentality

**Skills/Knowledge/ Abilities**

- System experience with FinOps/MS Dynamics 365 and/or Exflow
- IT Literacy and proficiency in Excel (Intermediate)
- Verbal and written communication
- Ability to complete tasks unsupervised with good Organisational and time management skills
- Administration Experience

**Key Competencies**

- Communication and interpersonal skills
- Initiative
- Strong Teamwork
- Time Management
- Planning & Organising
- Attention to detail
- Flexibility

**BRANCH DESCRIPTION**

The position is part of the Head Office, located at Level 4, 163 O'Riordan Street, Mascot NSW 2020. The Branch has the responsibility for developing REMONDIS Australia Pty Ltd commercial and industrial waste management business.

<b>AUTHORISATION</b>		
Direct Manager	<b>Carl-Hans Baukes</b>	
Signature		Date