Accounts Payable Officer

Position Description

Directorate	Corporate Services, Capital Program and Asset Management	**Department**	Financial Operations
Reports To	Team Leader Accounts Payable	**Direct Reports**	No
Queensland Local Government Industry Award - State 2017 - Stream	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	**Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level**	Schedule 1, Level 2

Position Purpose

This position will provide efficient and effective accounts payable function, including the processing and payment of supplier invoices, credit notes and other payment requests while maintaining a high standard of customer service to all stakeholders.

Key Responsibilities and Outcomes

As an Accounts Payable Officer and member of the Financial Operations you will:

- Process a high volume of supplier invoices, credit notes and other payment requests efficiently and accurately ensuring payment terms are adhered to.
- Process payment runs using both cheque and Electronic Fund Transfer (EFT).
- Review and reconcile creditor statements and follow up outstanding items.
- Provide a high standard of customer service while liaising with internal and external customers in relation to the processing and payment of supplier invoices, credit notes and other payment requests and statement reconciliations.
- Assist with the management of Council's corporate purchase cards, including the processing of new purchase card applications, management of credit limits and responding to general enquiries.
- Assist with compliance reporting or other administrative tasks relating to accounts payable or purchase cards as required.
- Contribute towards process improvement to ensure business objectives are met.

Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

SERVICE | TEAMWORK | INTEGRITY | RESPECT | SUSTAINABILITY

Decision Making	
Budget	N/A
Delegations	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

Knowledge & Experience

- Prior experience in accounts payable and purchase card management in a large organisation with a high volume of invoices.
- Sound time management skills particularly in relation to managing conflicting priorities and meeting deadlines.
- An understanding of the applicable legislation and industry standards as it relates to accounts payable and purchase card management.
- Good attention to detail with a focus on accuracy and efficiency in all tasks.
- People and relationship skills with demonstrated ability to work in a team environment, contributing to a positive work environment with a strong focus on provision of quality customer service.

Qualifications

- Tertiary qualification in business, information technology or other relevant field, or demonstrated extensive experience in lieu of qualification.

Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.