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POSITION DESCRIPTION

Accounts Payable Officer

Position Level	5
Faculty/Division	Division of Operations
Position Number	ADMIN ONLY
Original document creation	September 2020 – updated October 2021

Position Summary

The Operational Finance function has accountability for providing end-to-end finance services and support to Faculties and Divisions, including financial management, financial analysis and decision support, general accounting and transactional services across all funding sources and encompassing the Finance Business Partnering, Procure to Pay and Financial Systems teams.

Accounts Payable Officers engage in day-to-day Accounts Payable activities such as data entry for internal andexternal customers, review and assessment of Purchase Orders to Invoice, supplier setup. The role also assists with account code & supplier ABN and Bank review under the supervision of the Team Leader, Accounts Payable, to ensure the efficient and effective completion of Accounts Payable operational functions in accordance with policy.

The role of Accounts Payable Officer reports to Accounts Payable Team Leader and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Complete day-to-day financial tasks and transactions including; data entry, the timely and accurate processing of invoices and credits; verifying, classifying, computing, reporting, payment runs and recording accounts payable data; and the reconciliation of supplier accounts; to ensure the key functions of the team are being performed.

- Respond to complex enquiries that require a more detailed assessment of the situation and analysis of policy and procedure.

- Support the implementation of process enhancements driven out the finance improvement review.

- Identify areas in process of improvements and support the team leader implementing any potential enhancements and/or automation.

- Create vendors and customers on the system, with the approval of the Accounts Payable Team Leader, whilst ensuring that all information is verified and checked, to ensure adherence to sound data management practices.

- Review and authorise payments in accordance with policy in a timely manner to ensure the accurate, yet efficient processing of payments.

- Liaise and collaborate with a wide variety of stakeholders, to obtain expense information at the end of each year, resolve purchasing and payment system problems reported by users, obtain credit card approvals, and provide technical and troubleshooting assistance (e.g. with the operation of PeopleSoft) to ensure that Accounts Payable processes are able to proceed smoothly.

- Provide prompt and professional advice and service to University customers to ensure that queries are resolved in a timely manner and that budget units can successfully complete purchasing and accounts payable procedures.

- Reconcile accounts payable ledger to ensure that all payments are accounted for in a timely manner.

- Work collaboratively across the team to share workloads and respond to peaks in demand across the unit to optimise effective use of available resources.

- Complete other allocated tasks as directed in Finance administration and processing within allocated timeframes and quality timeframes.

- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct.](#)

- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Tertiary qualification in a relevant discipline is desirable and/or an equivalent level of knowledge gained through experience.

- Demonstrated ability to proactively and successfully resolve diverse problems by applying judgement and initiative while taking responsibility for issues in a timely manner.

- Strong attention to detail while operating promptly and efficiently.

- Proficient ability in professionally resolving customer enquiries. This includes the ability to provide excellent customer service through communication, both verbally and in writing to internal and external contacts.

- Demonstrated ability to successfully work collaboratively in a team environment while having the capacity and experience in training less experienced staff members in more complex operational tasks.

- A general understanding of financial ledgers, including their applications and the effect of any significant impacts to the ledger.

- Strong communication, interpersonal, and stakeholder management skills to work with a wide range of internal and external stakeholders in a high-volume environment, to meet organisational expectations and work collaboratively in a team environment

- Demonstrated IT literacy with knowledge of relevant programs (e.g. PeopleSoft), as well as Microsoft Excel.

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.

- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre-employment checks required for this position

- Verification of qualifications

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.