

POSITION DESCRIPTION

Position Title:	Accounts Payable Officer
Division:	Finance
Position Reports to:	Corporate Accounting Manager
Direct Reports:	None
Classification:	STAR
Band	4
Approved by:	CEO
Date Approved:	24 September 2024

Position Overview

To provide an efficient, accurate and reliable end to end accounts payable function, including processing invoices, payment runs, remittance advice processing, resolving supplier queries, credit card reconciliations, and process improvement.

Key Responsibilities

Creditors

- Monitor accounts payable emails.
- Manage accurate and timely processing of invoices, expense claims and reimbursements in the procure to pay system.
- Ensure bank account details on invoices are accurate and verified.
- Process complex invoices (e.g.: council rates, utilities, Telstra, Australia Post etc), escalating unusual items for review.
- Create, maintain and reconcile supplier accounts, follow up queries, and resolve incorrect invoices.
- Processing of weekly payments.
- Administer the procure to pay system – Esker Australia.
- Liaise with suppliers to resolve queries promptly and professionally.
- Reconciliation of corporate cards, including both corporate and client funds management and other sundry tasks.

General ledger, reconciliations & processes

- Reconciliation of general ledger accounts on a regular basis.
- Posting of general journals as required.
- Identifying and recommending process improvements
- Other duties as directed.

Training and support

- Provide training and support to staff at Yooralla offices with regards to processing invoices or reimbursements for payment.
- Provide direction and assistance with expensing and validating credit card charges.
- Be involved in training for system upgrades & new procedures.

Employees are responsible for:

- Promoting and protecting the human rights of people with disability, in accordance with the UN Convention on the Rights of Persons with Disabilities (CRPD) (2008);
- Working to ensure high-quality and safe supports and services for NDIS participants, meeting and exceeding the NDIS Practice Standards and Quality Indicators.
- Meeting obligations under all relevant Victorian and Commonwealth legislation.
- Working in accordance with the Yooralla Code of Conduct and Employee Manual.

Selection Criteria

Mandatory Requirements

- Current National Police Record Check.
- International Police Check (if required).
- Current driver's licence to drive in Australia.

Professional Experience

- A minimum of 1-2 years' experience in an accounts payable or receivable environment.
- Experience using accounting packages and procurement applications.
- Strong computer literacy skills and proficiency with the MS Suite, specifically Excel, Outlook, Word.
- Use of Sun Systems an advantage.
- Bookkeeping or accounting related qualifications (or studying towards) an advantage.

Personal Skills and Attributes

- Excellent communication skills particularly in dealing with people without a financial background.
- Strong organisational and personal planning skills.
- Ability to liaise and establish good working relationships with internal and external stakeholders.
- Superior customer service focus and enjoyment working in a team environment.

About Yooralla

Yooralla is Victoria's most established and recognised for purpose disability service provider with more than one hundred years of experience offering high quality support services to people with disability. We work in partnership with people with disability, their families and carers to enable them to live the lives they choose.

Across Melbourne and regional Victoria, we support people of all ages and needs. Our 2,000+ staff provide a wide range of quality services, including accommodation and residential supports, specialist accommodation for people with complex health conditions, employment, training, support coordination, kindergarten assistance, recreational and therapy services, including assistive technology.

Our Purpose

To support people with disability to live the life they choose

Our Promise

Designed by you, supported by us, and achieved together

Our Values

- We put the person living with a disability first
- We do better together - we work as a team
- We speak up