

# Position Description

**Position title:** Accounts Payable Officer  
**Responsible to:** Finance Coordinator or nominee

## Our Vision

To be a strong community business expanding opportunities for all.

## Our Mission

To provide opportunities for growth, development, support & security for people with disabilities and their communities.

## Our Values

- Professionalism and Continuous Improvement
- Learning and Development
- Quality and Dedication
- Accountability and Transparency
- Understanding and Compassion
- Creativity and Innovation
- Community Participation and Teamwork

## Position Purpose

The role coordinates the Accounts Payable process and provides general financial and administrative support to the Finance team and Reception.

Inherent requirements and responsibilities	Performance Measures (what to do)	Key Performance Indicators (how it may be demonstrated)
<b>Reconciliation of accounts</b>	<b>Accounts payable:</b> Reconcile and process purchase orders and invoices. Maintain masterfiles and respond to enquiries.	Accounts payable are processed and followed up within an established timeline.
	<b>General Ledger Reconciliation:</b> Raise journals as required.	General ledgers are reconciled.
	<b>End of month:</b> Finalise all cashbook, creditor entries and then close month.	End of month procedures are completed accurately and on time.
<b>Administration and banking</b>	<b>Banking:</b> Enter bank statement each day, conduct a bank reconciliation. Process cheques as required and organise appropriate signatures.	All financial records are up to date and filed correctly and securely. Any cash in finance is kept securely. Processes are in place to ensure security of cash and other receipts.
	<b>EFT transfer:</b> Process EFT and cheque runs.	No payments are made without purchase orders authorised by CEO or relevant Coordinators.

	<b>Cashflow:</b> Update cashflow spreadsheet each week and end of month. Ensure adequate funds are available.	Petty Cash reimbursements are dispersed as required and entered into Arrow in correct expense category.
<b>Finance</b>	Process salary sacrifice cheques for staff who salary sacrifice to credit card.	Cheques are processed in a timely manner.
	Reconcile company credit cards and process as required.	Reconciliation is completed in a timely manner.
	Ensure accurate and timely recording of all relevant journals and entries.	Accurate monthly financial organisational reports are provided within specified timelines.
	Reconcile all relevant accounts and file all financials in relevant folders.	All financial records are up to date and filed correctly and securely.
<b>Reporting</b>	Ensure reporting for GST, etc. is complete by due date.	Reporting requirements of the Australian Taxation Office are met with, completed and paid on time.
	Ensure Cash flow reflects upcoming payment dates so a/c does not go into debit.	
	Monitor PAYG to make sure it is reported & paid monthly.	
<b>Provide back up support to Accounts Receivable and Payroll</b>	<b>Accounts receivable:</b> Reconcile and process invoices and statements for chasing. Follow up outstanding invoices, maintain master files and respond to enquiries.	Accounts receivable are processed and followed up within an established timeline.
	<b>Participants:</b> Reconcile accounts and process participant fund requests for the Services.	There is positive feedback from staff and stakeholders regarding any queries lodged.
	<b>Banking:</b> process cheques as required and organise appropriate signatures. process weekly banking (debtor payments).	All financial records are up to date and filed correctly and securely.
	<b>Petty cash:</b> Process petty cash reimbursements for employees and departments, reconcile weekly and organise funds from bank.	Petty Cash is reconciled weekly and balanced before being topped up.
	Organise with Business Services quarterly stock take, update spreadsheet, check variances and update GL.	Quarterly stocktake is completed with all documentation accurate and up to date.
	<b>Payroll:</b> Act as Relieving Payroll Officer, on a fortnightly basis check timesheets against report for errors before payroll is finalised. Update time allocations.	The fortnightly and weekly payrolls are processed accurately and in a timely manner.
	File copies of any asset register additions.	The asset register is maintained and regular checks are undertaken.
<b>General</b>	Prepare records for auditors as necessary.	All records are prepared and readily available for auditors.
	Make travel arrangements on request by booking conferences, training courses, flights, cars, accommodation, etc	Appropriate travel arrangements are made within budget and in a timely manner.
	Complete other general duties such as phone enquiries, filing, archiving, etc.	Other general duties are completed to satisfaction.
	Keep updated on any legislation or industry changes through websites (e.g. ATO) and other media such as industry newsletters or subscriptions.	The Finance Coordinator is informed of any relevant legislation or industry standard changes. Correspondence from the Australian

		Taxation Office as well as their website is regularly reviewed to ensure compliance with taxation laws.
<b>Reception relief</b>	Attend to front counter enquiries in an efficient and polite manner and promote a professional and friendly image as the front-line person for Multitask.	All visitors are made comfortable and announced with any delay of over 5 minutes notified to them.
	Maintain security of the building in regard to access to Reception and Visitors signing in.	All visitors have signed in and out of the visitor's book.
	Answer and manage switchboard calls in an efficient and polite manner.	Feedback indicates that all calls are greeted and communicated to with politeness and a helpful attitude at all times.
		All calls are answered within 10 seconds and transferred to the correct person.
		Accurate detailed messages are taken when extensions are busy and passed via e-mail to the correct person.
	Process customer enquiries and orders for Business Services.	Enquiries are passed on to the appropriate person with detailed accurate information.
	Manage the daily collection, processing and registering of all faxes and mail in a timely manner.	Mail is sent out on time and accurate records are available.
Ensure reception is always tidy and adequately maintained.	Reception and meeting rooms are clean and tidy at all times.	
<b>Be compliant with Work Health and Safety (WH&amp;S) and be responsible for ensuring standards are maintained.</b>	Demonstrate knowledge and understanding of WHS requirements.	Documentation is produced in a timely manner, e.g. incident report forms, hazard notification form.
	Take all reasonable action to protect Multitask assets from damage and or loss.	Compliance policy, procedures and safe working practices are adhered to.
<b>Continuous improvement</b>	Use various tools to improve performance, ability and skill base to support growth and development with individuals and team work.	There is active participation in the supervision.
	Use initiative to seek organisational opportunities for departmental area growth.	There is active participation in relevant meetings, training activities etc. evidenced by calendar use.
	Take opportunities to increase skills through identifying relevant training and study opportunities that will contribute to improved organisational outcomes.	Relevant training is identified in both supervision and appraisal documentation and evidence it has been followed through.
	Demonstrate commitment to change management processes.	Organisational changes and sustainable environmental practice is supported.
	Identify and develop project opportunities to address service gaps, implement project work and report on findings and recommendations.	There is evidence through supervision and meetings that gaps are identified and projects developed and undertaken to enhance service delivery.

<b>Be compliant with codes, guidelines, policies, procedures &amp; Disability Service Standards</b>	Demonstrate knowledge and understanding of codes, guidelines, policies and procedures and Disability Services Standards as amended from time to time.	Codes, guidelines, policies, procedures and Disability Service Standards are adhered to at all times.
<b>Comply with Equal Opportunity and relevant legislation and support diversity.</b>	Support a work environment that is free from discrimination, harassment, bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; participants, other staff or the community. Model appropriate standards of professional conduct at all times.	Interactions with participants, colleagues and stakeholders are undertaken in a courteous and sensitive manner. Cultural and linguistic diversity is taken into consideration. There is positive feedback from others regarding your interactions.
Other duties related to the role as requested by the Finance Coordinator or Nominee.		

## Essential Criteria

### Qualifications

- A tertiary qualification in accounting, office administration or working towards a relevant qualification or equivalent experience is desirable.

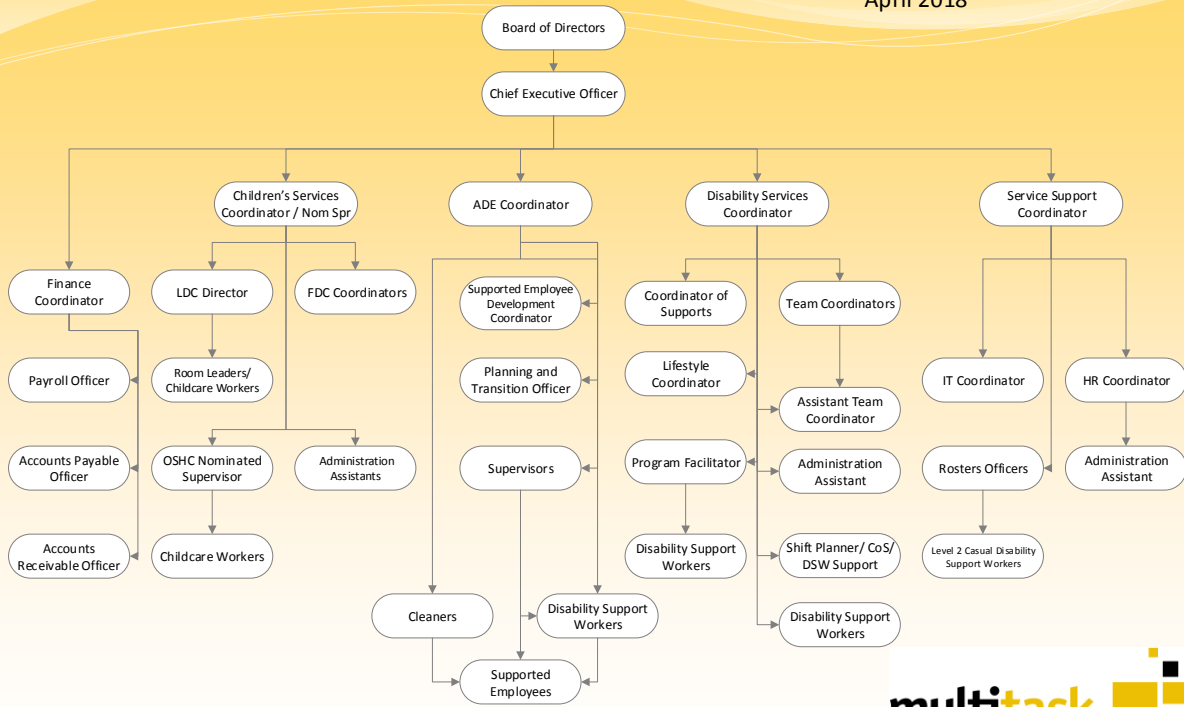
### Professional skills and experience

- Sound knowledge and experience in basic accounting principles, particularly in relation to accounts payable, record maintenance and auditing principles.
- Experience with computerised accounting systems eg. Sage Accpac
- Ability to maintain confidentiality.
- Computer literate: proficient in MS Excel, Word, Outlook and data entry.
- Thorough understanding of WH&S Act and Standards.

### Related skills and experience

- Demonstrated capacity to collaborate as part of a diverse team.
- Demonstrated ability to problem solve and use initiative.
- Strong communication skills and demonstrated flexibility in methods of communication.
- Demonstrated organisational skills and accuracy.

Organisational chart  
April 2018



**Variation to Conditions of Employment**

These conditions of employment, your duties and your location may be varied by Multitask during the term of your employment. The terms and conditions in this Position Description are to be read in conjunction with the general terms and conditions of employment which form part of your letter of offer.

**Agreement**

I hereby accept and agree to the duties in this Position Description. I understand that this Position Description is to be read in conjunction with the general terms and conditions of employment and I agree to abide by the terms and conditions stipulated therein.

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please Print)